

# **Students handbook**

**2018-19**



**10 Institutional Area, Vasant Kunj  
New Delhi – 110 070**

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## **Welcome**

This handbook has been compiled to acquaint students with the TERI School of Advanced Studies and its regulations, and with the responsibility that comes their way as members of the TERI School of Advanced Studies family. It is to be read in conjunction with the Information Brochure issued by the deemed University. Students are advised to keep this handbook conveniently and refer to it during the course of their study

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# 1. General information

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The TERI SAS is the outcome of research, consultancy, and outreach activities of TERI – a not-for-profit organization in the non-governmental sector – internationally recognized for its contributions in the fields of energy, environment, biosciences, and sustainable development.

The Deemed University was established and constituted on 19 August 1998 and was granted ‘Deemed-to-be University’ status by the UGC (University Grants Commission), and notified vide Ministry of Human Resource Development, Department of Education, Government of India [notification no. F-9/19/95-U-3, dated 5 October 1999]. The Deemed University is accredited with grade “A” by NAAC. All technical programmes offered by the Deemed University are recognised by AICTE.

## 1.1 Location

Located at Vasant Kunj in South Delhi, the new TERI SAS Campus provides a setting that enhances learning and showcases the concept of green building design. Well-equipped classrooms and laboratories aid teaching and research. The campus is close to the Jawaharlal Nehru University and the Indian Institute of Technology, Delhi. It is 8 kilometres from the Indira Gandhi International Airport, 12 kilometres from the Domestic Airport, and 18 kilometres from the New Delhi Railway Station.

## 1.2 Collaboration

TERI SAS has signed Memorandum of Understanding with North Carolina State University, USA, the University of Iceland and Freie University, Germany for strengthening academic research and programmes through exchange of faculty, students and researchers, and for undertaking joint research projects and joint publications.

### *Departments & Centres*

The Deemed University has evolved an organizational structure drawing on the research activities of TERI. Besides the teaching staff of the Deemed University, the research staff of TERI with doctoral degrees and a rich experience of working on projects related to bioresources, biotechnology, energy, environment, regulatory studies, and policy research are adjunct faculty at the Deemed University. The Department and Centres functional in the University are :-

- (i) Department of Natural Resources
- (ii) Department of Energy and Environment
- (iii) Department of Biotechnology
- (iv) Coca Cola Department of Regional Water Studies
- (v) Department of Policy Studies
- (vi) Department of Business and Sustainability
- (vii) Centre for post graduate Legal Studies (under Department of Policy Studies)



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(viii) Centre for Distance Education

## **2. Deemed University Rules**

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### **2.1 Objective**

- (i) To provide for institution and training in energy studies, biosciences, environmental sciences, public policy and other such branches of learning as it may deem fit.
- (ii) To provide for research and for the advancement of and dissemination of knowledge.
- (iii) To do all such other acts and things as may be necessary or desirable to further the objects of the Deemed University. These may include, inter alia,
- (iv) Establishment of and participation in collaborative activities with other educational institutions in and outside the country;
- (v) To sponsor and organize teaching and training programmes, conferences and seminars on subjects of theoretical or practical relevance to the courses of study; and
- (vi) To establish, acquire and mention facilities such as offices, residential accommodation for staff, hostel for students, etc.

### **2.2 Administration**

The Deemed University has a Board of Management, which is responsible for its overall administration and control. The academic policy of the Deemed University is decided by the Academic Council. The Vice-Chancellor of the Deemed University is the Chairperson of the Board of Management and the Academic Council. Financial advice to the Deemed University is rendered by the Finance Committee. The following offices are constituted in the TERI SAS:-

- (i) Chancellor
- (ii) Vice-Chancellor
- (iii) Pro Vice Chancellor
- (iv) Registrar
- (v) Controller of Examinations
- (vi) Dean(s)
- (vii) Heads of Departments
- (viii) Finance Officer

### **2.3 Board of Management**

#### **Chairman**

**Dr Leena Srivastava**

Vice-Chancellor

#### **Members**

**Dr Rajiv Seth**

Pro Vice-Chancellor



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**Deans**

Dr Prateek Sharma

Dr Arun Kansal

**Three eminent Academicians nominated by Chancellor****Prof. Dipankar Gupta**

Former Professor in the Centre for the study of social systems, JNU

**Prof. Sachin Chaturvedi**

Director General at the Research and Information System for Developing Countries (RIS)

**Dr. Ashok Khosla**

Chairman, Development Alternatives

**Nominee of Sponsoring Society****Mr. Inder Walia**

Former Group Director (HR), Bharti Enterprises

**Mr. Tulsi R Tanti**

Chairman and Managing Director, Suzlon Energy Limited

**Ms. Anita Arjandas**

MD & CEO, Mahindra Lifespace Developers Ltd.

**Mr. Ishteyaque Amjad**

Vice President(Corporate Affairs),Coca Cola India Pvt. Ltd.

**Dr. Alok Adholeya**

Honorary Advisor, Sustainable Agriculture Division, TERI

**Two teachers****(from Prof., Asso. Prof)**

Dr. Smriti Das

Dr. Anandita Singh

**One teacher of the rank of Asst. Prof**

Dr. Soumendu Sarkar

**Controller of Examination**

Dr. Seema Sangita

**Registrar**

Capt. Pradeep Kumar Padhy (Retd.)

## **2.4 Academic Council**

**Dr Leena Srivastava - Chairperson**

Vice Chancellor

**Dr Rajiv Seth**

Pro Vice-Chancellor

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**Deans**

Dr Prateek Sharma  
Dr Arun Kansal

**Heads of the Departments/Centre**

Dr. Sapna Narula, Department of Business and Sustainability  
Dr Atul Kumar, Department of Energy & Environment  
Dr Sudipta Chatterjee, Department of Natural Resources  
Dr. Chaithanya Madhurantakam, Department of Biotechnology  
Dr Nandan Nawn, Department of Policy Studies  
Dr Vishnu Konoorayar, Centre for Post Graduate Legal Studies  
Dr. Atul Kumar, Centre for Distance Education

**Professors**

Prof. Manipadma Datta  
Prof. Sitaraman Ramakrishnan  
Prof. Anandita Singh  
Prof. Shaleen Singhal

**Two Associate Professors from Departments**

Dr Naqui Anwer  
Dr. Kamna Sachdeva

**Two Assistant Professors from the department by rotation of seniority**

Dr. Anu Rani Sharma  
Ms Fawzia Tarannum

**Three persons nominated by the Vice Chancellor**

Dr Malathi Lakshmikumaran  
Prof T C Kandpal  
Assoc Prof Rakesh Mehrotra

**Co-opted Members**

Dr Anubha Kaushik  
Dr Vivek Suneja  
Dr J K Garg

**Secretary**

Capt. Pradeep Kumar Padhy (Retd.)

## 2.5 Finance Committee

Dr Leena Srivastava - Chairman  
Vice-Chancellor

Dr Rajiv Seth  
Pro Vice-Chancellor Member

**Nominee of the Sponsoring Society**

Mr. Puneet Chandra, Sr. Director-Transformation, TERI Member

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**Two nominees of Board of Management**

Prof Manipadma Datta

Dr Smriti Das, Member, BoM

Capt. Pradeep Kumar Padhy (Retd.)  
Registrar

Member(co-opted)

Mr Dhanraj Singh, Finance Officer

Secretary

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## 3. Deemed University Calendar

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### 3.1 Academic calendar 2018-19

Sl. No.	Event	Dates
<b>First and Third semesters begin</b>		
1	Identification of faculties by Programme Coordinators for time table	09 July 2018
2	Last date to pay the fee for 3 <sup>rd</sup> semester (Masters programme/Ph.D programmes)	23 July 2018
3	Orientation and registration for 1st semester 2018/19 - Ph.D., M.Sc., M.B.A., M.A., M.Tech and LLM Programmes	23 July 2018
4	Commencement of classes	24 July 2018
5	Add/drop of courses by students	6 August 2018
6	System mail regarding final selection of courses by students (14 days)	10 August 2018
7	Attendance upload in portal by faculty (within 20 days)	14 August 2018
8	Tests I	3 -7 September 2018
9	Upload/Display of marks – tests I	14 September 2018
10	MPEC meetings	20 September 2018
11	Curriculum coordination meeting/BOS	1-2 October 2018
12	Mid semester feedback (six weeks)	3 – 5 October 2018
13	Study tours (where relevant) & Mid Sem. break	7 – 14 October 2018
14	Tests II	22 – 26 October 2018
15	Finalization of courses by Programme Coordinators for pre-registration	24 October 2018
16	Upload/Display of marks – tests II	01 November 2018
17	Climate Jamboree	01- 03 November 2018
18	Academic Council Meeting	07/08/09 November (Tentative)
19	Convocation	14 November 2018 (Tentative)
20	Alumni Meet 2018	16 November 2018 (Tentative)
21	System mail to students for short fall of attendance	15 November 2018
22	Final feedback and Pre-registration for next semester	19 – 22 November 2018
23	Last day of classes	22 November 2018

24	Tests III	26 November – 7 December 2018
25	Grading by Faculty	21 December 2018
26	MPEC meetings	26 December 2018
27	Display of grades	31 December 2018
28	Meetings of SRCs (Post Comprehensive)	8 December – 01 January 2019
29	Identification of faculties by Programme Coordinators for time table	26 December 2018
30	Registration for second semester	7 January 2019
31	Last date to pay the fees for 2 <sup>nd</sup> and 4 <sup>th</sup> semesters (Masters programme/PhD programmes)	7 January 2019
32	Commencement of all classes & second semester	7 January 2019
33	Add/drop of courses by students	18 January 2019
34	Attendance upload in portal by faculty (within 20 days)	28 January 2019
35	Curriculum coordination meeting/BoS(Analysis of Research work)	31 January-01 February 2019
36	Tests I	11 – 15 February 2019
37	Upload/Display of marks – tests I	22 February 2019
38	MPEC meetings	28 February 2019
39	Academic Council Meeting	01 March 2019 (Tentative)
40	Study tours (where relevant) & Mid Sem. Break	3 - 10 March 2019
41	Mid semester feedback	13 – 15 March 2019
42	Open week for parents and prospective students to meet VC/Registrar/Faculty members	25 – 29 March 2019
43	Tests II	1 – 6 April 2019
44	Finalization of courses by Programme Coordinators for pre-registration	10 April 2019
45	Upload/Display of marks – tests II	12 April 2019
46	Final feedback and Pre-registration for next semester	29 April - 4 May 2019
47	Curriculum coordination meeting/BoS	01-02 May 2019
48	Last day of classes	4 May 2019
49	Tests III	6 – 17 May 2019
50	Grading by Faculty	4 June 2019
51	MPEC meetings	7 June 2019
52	Display of grades	12 June 2019
53	Academic Council Meeting	12/13/14 June 2019(Tentative)
54	Meetings of SRCs	18 May – 16 July 2019
55	Orientation and registration for first semester 2019/20	22 July 2019
56	Commencement of classes	23 July 2019

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## 3.2 Event Calendar

Ser	Event	Organizer	Dates
1	BLISS(Summer)	TU	March
2	BLISS(Winter)	Department of Policy Studies(DPS)	Nov
3	SYNOD	Department of Policy Studies(DPS)	Nov
4	SWASH	Department of Regional Water Studies(DRWS)	Mar
5	ENVENTURE	Department of Natural Resources	Nov
6	REtopia	Dept of Energy & Environment(DEE)	Nov
7	BIOTIKOS	Dept of Plant Biotechnology(DPB)	Jan
8	PRAVAAH	Department of Business Sustainability(DBS)	Apr

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### 3.3 List of Holidays: 2018

Sr no	Date	Day	Holidays
1	26 January	Friday	Republic Day
2	14 February	Wednesday	Maha Shivaratri
3	2 March	Friday	Holi
4	30 March	Friday	Good Friday
5	15 August	Wednesday	Independence Day
6	22 August	Wednesday	Id-ul Zuha (Bakrid)
7	3 September	Monday	Janmashtami
8	21 September	Friday	Muharram
9	2 October	Tuesday	Gandhi Jayanthi
10	19 October	Friday	Dussehra
11	7 November	Wednesday	Diwali
12	8 November	Thursday	Goverdhan Puja
13	9 November	Friday	Bhaiya Duj
14	23 November	Friday	Guru Nanak Birthday
15	25 December	Tuesday	Christmas Day

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## 4. Contact information

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TERI SAS number: 91-11-71800222, Fax number: 91-11-2612 2874

### 4.1 Faculty

Name	Designation	Mobile	Extension No.
Dr Leena Srivastava	Vice Chancellor	9811392262	4701
Dr Rajiv Seth	Pro Vice Chancellor	9811660903	4702
Capt. Pradeep Kumar Padhy(retd.)	Registrar	9599427448	4816
Dr Prateek Sharma	Dean (Academic)	9971176370	4859
Dr. Arun Kansal	Dean – (Research & Relationships)	9213373000	4852
<b>Department of Natural Resources</b>			
Dr. Sudipta Chatterjee	Head	9711061721	4811
Dr. Vinay Shankar Prasad Sinha			4868
Mr. Nithiyanandan Yogeswaran			4935
Dr. Neeti			4942
<b>Coca Cola Department of Regional Water Studies</b>			
Dr Arun Kansal	Head	9213373000	4852
Ms. Ranjana Ray Chaudhuri			4869
Ms. Fawzia Tarannum			4872
Ms. Rinki Deo			4923
Dr. Nirupam Datta			4950
<b>Department of Biotechnology</b>			
Dr. Chaithanya Madhurantakam	Head	9654060374	4873
Dr Anandita Singh			4803
Dr Ramakrishnan Sitaraman			4856
Dr Deepti Gupta			4875
Dr. Shashi Bhushan Tripathi			4809
Dr. Pallavi Somvanshi			4943
Dr. Udit Soni			4944
<b>Department of Energy and Environment</b>			
Dr Atul Kumar	Head	9810856680	4804
Dr Shaleen Singhal			4801
Dr. Naqui Anwer			4927
Dr. Priyanka Kaushal			4906
Dr Kamna Sachdeva			4871
Dr.Chubamenla Jamir			4946
Dr. Anu Rani Sharma			4812
Dr. Chander Kumar Singh			4949
Dr. Bhawna Bali			4865
Dr. Som Mondal			4742
Dr. Abhijit Datey			4927
Ms. Deepty Jain			4864
Dr. Akash Sondhi			4963



Name	Designation	Mobile	Extension No.
Mr. Sapan Thapar			4926
Dr. Manish Shrivastava			4872
<b>Department of Policy Studies</b>			
Dr. Nandan Nawn	Head	9013495212	4810
Dr Smriti Das			4730
Dr. Kavita Sardana			4872
Dr. Seema Sangita			4928
Dr. Soumendu Sarkar			4945
Dr. Gopal Sarangi			4948
Dr. Sukanya Das			4936
Dr L N Venkataraman			4929
Dr. Swarup Datta			4749
Dr. Shantanu De Roy			4730
<b>Centre for Post Graduate Legal Studies</b>			
Dr. Vishnu Konoorayar			4953
Dr. Jaya Vasudevan			4857
Dr. Gaurav			4862
Mr. A Saravanan			
<b>Department of Business Sustainability</b>			
Dr Sapna Narula	Head	9910255027	4932
Mr. Shri Prakash	Mentor		4808
Prof Manipadma Datta			4806
Dr. Ritika Mahajan			4943
Dr. Montu Bose			4749

Name	Extn No.	Name	Extn No
<b>Finance</b>		<b>Placement &amp; Alumni Coordination</b>	
Mr. Dhanraj Singh	4931	Ms. Sonika Goyal	4731
Mr. Vikas Prasad	4717	<b>Library</b>	
Mr Devvrata Guglani	4729	Mr. Ratan Jha	4913
Mr Sudhanshu Jena	4754		
<b>Academic Administration</b>		<b>Cafeteria</b>	
Mr Kamal Sharma, Deputy Registrar (Academic Administration)	4718	Manager	4938
Mr V Ganesh, Assistant Registrar, (Academic Administration)	4716	<b>Department Assistants</b>	
<b>General Administration</b>		Ms Vidhya Sharma (GEO/PBT)	4732
Mr Sandeep Arora, Associate Director (Administration)	4719	Mr Sushil Kumar (REEM/PGDRM)	4750
Mr. Rajesh Thakur	4728	Ms Rebecca (SDP/ECO)	4741

Mr K Murugan	4737	Mr Vishal Kumar (PPSD)	4739
Ms Doris Justina	4724	Ms Jyoti Mehlawat (MBA)	4740
Ms. Preeti	4779	Mr Raj (ESRM/ CSP/UDM)	4743
Mr Sunil Kumar	4728	Mr Piyush Jadhav(LLM)	4746
<b>Procurement</b>		<b>Secretariat</b>	
Jitendra Bisht	4726	Ms. Veena	4704
Priyanka Gururani	4723	Mr. R Balasubramanian	4706
<b>Security</b>		Ms. Gauri Rana	4705
Devinder Goswami	4747/4799		
<b>Reception</b>		<b>Main Gate</b>	
Ms Betty	1000	Vinay	4799/ 4753

## 4.2 Maintenance Complaint

Contacts for lodging complaint related to Maintenance issues:-				
Area	Name	Email	Mobile No	Extn no.
IT issues	IT helpdesk	ithelp@terisas.ac.in		4916/ 4917
	Ms. Pooja Choudhary	pooja.choudhary@terisas.in	9873666502	4915
	Mr Jagpreet Singh	Jagpreet.singh@terisas.ac.in	9811140981	4915
	Mr. Amit	amit.sharma@terisas.ac.in		4914
Electrical/ water/ AC complaints	Mr. S S Dogra	shyam.dogra@terisas.ac.in	9953332551	4952
Carpentry/ Plumbing/ housekeeping/hyg iene	Mr R K Sharma	rk.sharma@terisas.ac.in	9810559491	4952
Procurement	Jitendra Bisht	jitendra.bisht@terisas.ac.in	9999433417	4723
	Priyanka	priyanka.gururani@terisas.ac.in	7830600008	4726
Cafeteria/ hostel /catering	Preeti Dogra	preeti.dogra@terisas.ac.in	9582317811	4779
Security	Devender Kumar	devinder.kumar@terisas.ac.in	9953053535	4747
Sports /Transport services/contactin g physician	Mr. Rajesh Kumar	rajesh.thukar@terisas.ac.in	9873369614	4744

## 4.3 Emergency Numbers

Department / Contact Person	Numbers
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Fire Officer, Teri SAS	Mob: +91 9953332551 Ext. 4952
Security, Teri SAS	011 – 71822226 Ext. 4799
Delhi Police	100
Fire Station	101, 011 -2617 3583
Ambulance	102
Disaster Management	108
All Over India for Fire, Police and Ambulance in Emergency	112
Women Helpline	181, 1091

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## 5. Academic system

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The Deemed University follows a credit system for evaluation of performance of study. A detailed description is given below.

### 5.1 Credit system

Each course in a semester is assigned a certain number of credits, depending on its lecture, tutorial, and laboratory contact hours. Fourteen lecture/tutorial hours per semester are assigned one credit. Fourteen laboratory (practical) hours per semester are assigned half a credit. For example, courses may have the following structure: L (Lecture), T (Tutorial), and P (Practical). The total credits for each course are given below.

Course	L	T	P	Credits
A	42	0	0	$42/14=3$
B	42	14	0	$42/14+14/14=3+1=4$
C	28	0	28	$28/14+28/28=2+1=3$

A letter grade, with specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student earns credits for the courses taken. A student's performance is measured by a grade point average for the number of credits earned by the student.

### 5.2 Validity of Credit

The maximum period of validity of earned credits at the Deemed University is 5 years from the date of earning the credits.

### 5.3 Course codes

Courses are assigned alpha-numeric codes as given below.  
ABC XYZ (three alphabets followed by three numerals)

The first two alphabets represent the Department.

Bioresources and Biotechnology	BB
Energy and Environment	EN
Regulatory and Policy Research	RP
Natural Resources	NR
Policy Studies	RS/PL

The third alphabet indicates the programme e.g. W for Water Resources Management, G for Geoinformatics.

X is a numeral indicating whether the programme is at master's or doctoral level.

1 is assigned to master's programmes and 2 to doctoral programmes.

Y is a numeral indicating the topic/area of the course.

Z is a numeral particular to the course in that area, indicating the semester in which the course is offered. An odd number indicates courses offered in the first or third semester while an even number indicates courses offered in the second or fourth semester. If Z is zero, it indicates that the course is offered in both the semesters.

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## 6. Registration

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All students are expected to register for various courses in each semester. This is an online process. The registration procedure ensures that the student's name is on the roll list of each course that s/he wants to study. No credit is given if the student attends a course for which s/he has not registered.

All students are required to report for registration before the commencement of each semester according to the schedule/procedure notified in advance.

### 6.1 Renewal of registration

Every student/candidate on the rolls of the Deemed University – whether full time, part time, or sponsored – will be required to renew his/her registration in the beginning of every semester till the completion of his/her study programme. If a student fails to register in any semester within four weeks from the specified date of registration, it will be assumed that s/he is not interested in continuing the study programme and his/her name will be struck off the rolls of the Deemed University.

Before the commencement of classes in each semester, each student will have to register for courses using the form available on the Student Information System; specific times will be allotted on computers in the Deemed University for this. After this, the system will not be open for registration until 10 days. Students are allowed to add or drop courses in this interval but the system will be available only after 10 days. Students will always be able to access their registration record online on the Student Information System.

In-absentia registration may be allowed in rare cases at the discretion of the Dean(Academic). In case a student is unable to come for registration on account of illness or any other reason s/he should intimate the respective Head of the Department and Dean(Academic).

### 6.2 Late registration

Late registration of students, owing to reasons beyond their control, could be permitted by the Registrar, if recommended by the concerned Head of the Department and on payment of a late registration fee of 1000 rupees.

Semester fees is to be paid within three days of registration for a particular semester. Late payment fees will be as follows:

Upto 10 days from the date of registration	Rs. 1,000/-
From 11 days to 30 days	Rs. 2,000/-

If fees is not paid until 30 days from the date of registration, the student's name will be struck off the rolls.

If a cheque/DD is dishonored by a bank for any reasons whatsoever it will be construed as non-payment of the fees, and the rule for late fee will apply on fresh submission of the fees.

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The last date for late registration will be one week from the date of commencement of classes. PhD students may be allowed relaxation in terms of late registration beyond the specified last date of registration up to four weeks from the date, provided the student has informed the Supervisor, Head of the Department and the Registrar, before the last date of registration, of his inability to come to the Deemed University, and provided reasons given by him/her are found to be satisfactory by the Head of the Department concerned.

### **6.3 Criteria for continuation of registration**

- a) The SGPA at the end of the first Semester should be no less than 5.0 for the continuation of registration for the next semester.
- b) The CGPA at the end of the second semester should be no less than 5.5 for the continuation of registration for the subsequent semester.
- c) The CGPA at the end of the third semester should be no less than 6.0 for the continuation of registration for the subsequent semester.
- d) Students are required to acquire a CGPA no less than 6.0 in a Programme to qualify for the award of the degree. In case CGPA is less than 6.0 at the end of meeting the ordinary credit requirements of given Programme, the student shall take additional courses /undertake an additional project, until the CGPA requirement is met.

### **6.4 Academic performance monitoring**

The academic performance of the student will be monitored at the end of each semester by an MPEC. All students with an SGPA less than 6 at the end of 1<sup>st</sup>/2<sup>nd</sup> semester will have their academic records monitored by the MPEC. These students will have to meet the MPEC who would try to assess the causes for unsatisfactory performance and advise him/her accordingly so that the performance improves. The MPEC may also recommend an extended period of course work and an upper limit on the number of courses or total number of credits to be registered by the student in the subsequent semester. This advice is binding and no relaxation will be made.

### **6.5 Termination of registration**

The MPEC, while reviewing the academic performance of the student, will also recommend termination of registration, if the minimum academic criteria laid down for continuation as a student, as mentioned at Para 6.3, are not satisfied.

The students who do not meet the laid down criteria of SGPA in semester will be given the option of either discontinuing the programme or re-registering in the same programme in the next academic session. In the latter case, the student would be treated as a fresh student in the programme.

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## 6.6 Advice on courses

At the time of completing the registration form, each student should consult his/her supervisor/ student counsellor to finalize the academic programme keeping in view minimum/maximum number of total credits, past performance, backlog of courses, SGPA/CGPA, work load, and his/her interests.

## 6.7 Lower and upper limits for the credits registered

Students of the masters' programmes are advised to register for minimum number of credits as specified for the programme. There is no bar on the upper limit of credits subject to availability of the course and other conditions being fulfilled.

Guidelines for credit registration for PhD students are given on **Chapter 9**.

## 6.8 Addition, deletion, audit, and withdrawal from courses

Students must apply in writing to the Registrar's office for auditing and withdrawing from courses.

### *Add and drop*

A student has the option to add or delete courses during the first week of the semester with the permission of the course coordinator(s) and the approval of the Vice Chancellor/Registrar.

### *Audit*

A student may also apply for changing a credit course to an audit one within one week of the end of the first minor test.

### *Withdrawal*

A student who wants to withdraw from a course should apply on the prescribed form within one week of the end of the first minor test. A withdrawal grade (W) will be awarded in such cases.

## 6.9 Leave rules

MSc, MBA, M.Tech, MA and LLM students may be granted leave only in exceptional cases on approval of the Head of the Department/Dean. However, the period of leave would count as absence for the attendance requirements for a course. Leave rules for PhD students is described in Section 9.1.

## 6.10 Attendance requirements

- A student must attend every lecture, tutorial, and practical class. However, to account for late registration, sickness, or other such contingencies, the attendance requirement will be a minimum of 75% of the classes actually held.
- A student with less than 75% attendance in a course during the semester, in lectures, tutorials, and practicals taken together (as applicable), will be debarred from taking the final test/examination in the course and will be awarded an Ab. grade.

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- In order to maintain the attendance record of a particular course, course coordinators will record attendance in every scheduled lecture, tutorial, and practical class.
  - For the purpose of attendance, every scheduled practical class will count as one unit, irrespective of the number of contact hours.
  - The course coordinator will consolidate the attendance record for the course (lectures/tutorials and practicals together, as applicable) from the beginning of the semester up to minor test I, from I to test II, and from test II to test III. S/he will put an asterisk against the names of students with less than 75% attendance and send a list to the Registrar office through the Head of the Department. This information will be sent in writing by the Deputy Registrar to the students.

## 6.11 Absence during the semester

- A student must inform in writing/through an e-mail to the Programme Coordinator/Supervisor & the Head of the Department immediately of any instance of continuous absence from classes.
- A student who has been absent from a minor test due to illness should approach the course coordinator for a make-up test immediately on return to class. This request should be supported with a medical certificate from a registered medical practitioner. The registration number of the medical practitioner should explicitly appear on the medical certificate. Prior to approaching the course coordinator, the student must file a copy of the medical certificate with the Academic Section.
- In case a student has appeared in a minor test in the morning session and cannot appear in the minor test being held in the afternoon on the same day, the medical certificate has to be issued by a medical officer designated by the Deemed University.
- In case of absence on medical grounds or other special circumstances before or during the major test, the student could apply for an I grade. Attendance of 75% in a course is necessary for being eligible for an I grade in that course. An application requesting I grade should be made not later than the date of last major tests. This application should be made to the Head of the Department of the student's programme who, depending on the merits of the case, will grant approval and inform all the concerned Course coordinators and Registrar. A student should subsequently complete all course requirements within 10 days from the date of the last major test. The I grade will then be converted to a proper grade (A-F), NC (pass), or NC (fail).
- In special situations arising due to a student's inability to be present at the Deemed University during the stipulated period, the period for conversion of an I grade can be extended to the first week of the next semester. Approval for this extension is granted by the Dean on the recommendations of the Head of the Department and the Course coordinator. A request to this effect should be included in the application for I grade.
- In case the period of absence on medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester, that is, withdrawal from all courses registered in that semester. Such an application must be made as soon as possible and latest before the start of the major test. No application for semester withdrawal will be considered after the major tests have commenced. Each application for withdrawal from a semester will be examined by the Dean, and depending on the merits of the case, appropriate recommendations shall be made. Partial withdrawal from the courses registered in a semester is not allowed.



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- If a student is continuously absent from the Deemed University for more than four weeks without notifying the Dean/Head of the Department, his/her name will be struck off the Deemed University rolls.

## **6.12 Display of marks and grades**

Marks and grades obtained by students would be visible on their respective portal. Students may note that the final display of grades would be visible only after the students' feedback is filled in.

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## 7. Examination

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The Deemed University intends to maintain high ethical standards during examinations and there is a zero-tolerance policy in place regarding cheating and use of any unfair means in the examinations. The examinations are monitored by a team of invigilators and flying squads and via close circuit cameras.

Please note that we follow an extremely strict code of conduct and anyone found to be using unfair means will face a Disciplinary Committee immediately. Punishments for use of unfair means includes expulsion from the deemed University.

The students are expected to follow the following general guidelines during examinations:

1. The students shall occupy the seats allotted to them by the concerned Invigilator. If no such allotment is made, there shall not be in any circumstances more than two students on a desk.
2. Any student arriving more than 30 minutes late shall not be generally allowed to sit for the examination. However, the concerned invigilator(s) shall decide on the merit of a particular case.
3. Students are not permitted to leave the examination hall during the examination period. However, in a very exceptional case, if the faculty invigilator allows such leave; a candidate not returning within 3 minutes shall be liable to cancellation of her/his paper.
4. In case of a closed-book exam, there shall not be anything other than pens, pencils, eraser, and a scientific or normal calculator, ruler in an examinee's possession. It is to be noted that all books and notes and electronic gadgets including cell-phones, i-pads, i-pods, tablets, laptop and the like are to be deposited in an earmarked space. Pockets must be empty during the exam.
5. If calculators are permitted, only one calculating device that is not a part of any other gadget shall be allowed.
6. Students are permitted to use only their own stationery, calculators or any other material required for the examination. No sharing is allowed.
7. In case of an open-book test, in addition, a candidate shall be allowed only the books and notes the faculty would have specified for the purpose. No sharing is allowed.

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8. Every candidate shall observe silence, decorum and abide by the instructions given by the faculty on invigilation during the examination.
  9. Talking or discussing among themselves or sharing answers/hints in any form shall be punishable and will lead to disciplinary action.
  10. Mobile phones are not allowed in the examination hall. Students have to switch off the mobile and submit it to the invigilator or put in the bags. Mobile phones should not be available with students or on their respective desk.
  11. Internet access is not allowed during examination time.
  12. Anything in the candidate's possession other than that allowed, or violation of any of these instructions, might lead to cancellation of the paper. In such cases, the invigilators' report shall constitute the exclusive evidence for judgment.

In addition to above, the students may receive additional instructions from their programme/course instructors that have be adhered to.

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## 8. Grading system

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### 8.1 Grading

This is based on a continuous evaluation consisting of assessment in the following forms.

- Tests
- Assignments
- Quizzes
- Term papers
- Class interactions

The weights for each of the above will be indicated in the course outline. Students will be informed about the procedure in the first lecture of the semester. The grades that can be awarded along with their equivalent numerical points are given below.

Letter grade	Grade point	Performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very good
B	7	Good
C+	6	Average
C	5	Below average
D	4	Marginal
F	0	Very poor
I	-	Incomplete
W	-	Withdrawn
Ab.	-	Absent
NC (pass)	0	Audit course pass
NC (fail)	0	Audit course fail

The minimum passing grade is D. A student does not earn any credits in courses where s/he gets F grade. S/he has to repeat all such courses until a passing grade is obtained. Thus, F grade may result in an increased period of stay in order to complete the requirements for the degree. All other letter grades represent earned credits. The credits for the courses in which a student has obtained a D or higher grade will be considered as credits earned by the student.

A student is required to meet the minimum attendance requirement of 75% in all courses registered. In case he/she does not, he/she will not be permitted to sit for the final examination and will be awarded an Ab. Grade.

An I grade will be awarded to a student if s/he has not fulfilled all the requirements for the course on account of extraordinary circumstances, subject to having 75% attendance in lectures, tutorials and/or laboratory classes.

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The concerned course coordinator should be convinced about the extraordinary circumstances and should verify the attendance from the record before recommending this rarely used option to award an I grade. The I grade awarded will be notified by the Department to which the student belongs, and copies of the notification will be sent to the Academic Section and to the course coordinator concerned.

**The I grade will be converted into a proper grade and sent to the Academic Section within 10 days from the date on which all the major tests are over.**

In special situations arising due to extraordinary circumstances, the period of conversion of I grade may be extended to the first week of the next semester, with the approval of Dean on the recommendation of the Course Coordinator and the Head of the Department to which the student belongs. The request has to be made sufficiently in advance.

'NC (pass)'/ 'NC (fail)' grades are awarded in an audit course. Students do not earn credits in audit courses; they are only awarded a "pass" or "fail" grade, which a student may register for on a pass/fail basis. These grades are not considered in the calculation of SGPA (Semester Grade Point Average) or CGPA (Cumulative Grade Point Average).

## 8.2 Evaluation of performance

The performance of a student will be represented by two indices: SGPA and CGPA.

CGPA is the grade point average for all the completed semesters.

$SGPA = \text{Total of (course credits} \times \text{grade points) / Total of (course credits)}$

$CGPA = \text{Total of (course credits in passed courses} \times \text{grade point) / Total of (course credits in passed courses)}$

While computing SGPA, all the registered credits are taken into account, whereas for computing CGPA, only the earned credits are considered. The following example illustrates how this is done.

### First semester

Course No.	Course credits	Grade awarded	Earned credits	Points secured
1	5	C+	5	30
2	4	C	4	20
3	4	A+	4	40
4	1.5	B+	1.5	12
5	4	E	0	08
6	4	B	4	28

Credits registered = 22.5

Earned credits = 18.5

$SGPA = (\text{Points secured in the semester}) / (\text{Credits registered}) = 138 / 22.5 = 6.13$

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CGPA: Not applicable

**Second semester**

Course no.	Course credits	Grade awarded	Earned credits	Points secured
1	5	D	5	20
2	5	F	0	00
3	4	B	4	28
4	1.5	C+	1.5	09
5	4	A	4	36

Credits registered in this semester = 19.5

Earned credits in this semester = 14.5

Cumulative earned credits = 33.0 (first + second semester)

SGPA = (Points secured in the semester)/(Credits registered) =  $93/19.5 = 4.75$

CGPA = (Points secured in passed courses)/(Cumulative earned credits) =  $(130 + 93)/(18.5 + 14.5) = 223/33 = 6.75$

The minimum CGPA required for the award of MSc/MBA/MA/MTech/LLM is fixed at 6.0.

### 8.3 Grading guidelines for projects

On completion of the project, students will receive an overall project grade. It is important to note that this grade reflects not only the final products of the project (for example, results, reports, etc.) but also the process by which they were attained. The weightage given to performance and regularity in meetings and mid-term evaluation/presentation will be restricted to 40%.

The Academic Council has approved the following grades that can be awarded.

Letter grade	Grade point	Performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very good
B	7	Good
C+	6	Average
C	5	Below average
D	4	Marginal
F	0	Very poor

*The following grading guidelines will be followed for awarding the grades.*

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### **A+/A**

- The project shows creativity and substantial effort. Either good results have been achieved or there is an explanation and analysis of what went wrong and suggestions for improvements.
- The project report is well written and easy to understand. The technical descriptions are accurate and complete. (Definitions may be given to clarify ambiguities.) Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are labelled and clear. Grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional and organized manner, describing the main highlights and contributions of the project.

### **B+/B**

- The project shows good effort. Acceptable results have been achieved or there is an explanation of what went wrong.
- The project report is reasonably well written. The technical descriptions are accurate and complete, although there may be some ambiguities. Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are included. Most of the grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional manner, describing the main highlights of the project.

### **C+/C**

- The project shows reasonable effort but produces limited results.
- The project report is submitted but parts of it are not easy to understand. The technical descriptions may be inaccurate or incomplete. Some data or diagrams may be missing. The report includes grammar, typing, or spelling errors.
- The oral presentation is done in a professional manner, but is difficult to follow or does not include significant details.

### **D**

- The project shows a lack of effort and produces poor results.
- The project report is submitted but is difficult to understand. The technical descriptions may be inaccurate or incomplete. Data or diagrams may be missing. The report includes numerous grammar, typing, or spelling errors.
- The oral presentation is done in an unprofessional manner.

### **F**

- The project shows a lack of effort and produces poor results.
- The project report is not submitted.
- The oral presentation is done in an unprofessional manner.

Grades may be awarded on the discretion of the project advisor(s) based on continuous evaluation, a final report, and a final presentation to experts, including, wherever possible, an outside expert.

The results of a project should be such that an outside reviewer would reasonably deem the project as being worthy of the credit and grade given based on evidence such as project report, mid-term evaluation, oral presentation, etc.

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## 9. Regulations for PhD Programme

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### Preamble

TERI SAS provides an environment that encourages academic excellence. The deemed university offers Ph.D programme in wide range of areas including Natural resources management, Energy and Environment, Economics, Biotechnology and Social sciences etc.

### Scope

This policy will be called “TERI SAS Ph.D Regulations-2017” and shall be applicable to the faculty members and Ph.D students of the deemed university.

#### 9.1.1 Eligibility criteria for admission to Ph.D programme:

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D programme:

- (i) 02 years M.Sc/MA or M Phil in a relevant field or equivalent. 01 year PG degrees may be accepted in exceptional cases.
- (ii) In extremely exceptional cases the admission committee may consider an application from a candidate who possesses a B.Tech in a relevant field or equivalent. Only those who have a minimum CGPA of 8.0 on a 10 point scale or 75% marks should consider applying in this category. It may be noted that consideration under this category would be evaluated by an evaluation committee and would entail extended pre-Ph.D course work requirement.
- (iii) Candidates (sponsored/non-sponsored) applying on part-time basis need to have a minimum work experience of 3 years in organizations approved by the Department Research Committee.
- (iv) Additional requirements for full-time sponsored candidates
  - a. Sponsored candidates are required to submit a sponsoring certificate from their employers on proper letterhead stating that for the period of his/her studies in the programme, the candidate would be treated as on duty with usual salary and allowances and that he/she will be fully relieved for the period of study for pursuing his/her study and the fee of the candidate will be paid by the sponsoring organization.
  - b. Candidates seeking admissions to Ph.D programmes on the basis of study leave must show proof at the time of interview of the fact that they will be/have been granted study leave for a minimum period of three years..
- (v) Additional requirements for part-time (sponsored and non-sponsored) candidates
  - a. Non-sponsored candidates are required to submit a ‘No Objection Certificate’ at the time of interview from their employer stating that the candidate is permitted to pursue studies on a part-time basis and that:
    - (aa) His/her official duties permit him/her to devote sufficient time for research;

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(ab) The candidate shall be provided access to the facilities in the field of research;

(ac) He/she shall be permitted to attend classes at the deemed University as required.

(vi) **A student who does not meet the CGPA requirement of 7.0 at the completion of the course work will cease to be a student of TERI SAS.**

*If such a student were to reapply to the doctoral programme as a fresh candidate, and if such an admitted student asks for exemption of certain courses based on already earned credits in those courses, then this exemption may be granted by the SRC/DRC only for such courses, which have been completed in the last five years and in which a minimum grade of B has been earned. This will be notwithstanding any other rule of the deemed university which allows validity of earned credits for a period of five years from the date of earning the credit.*

#### **9.1.2 Admission:**

Admission will be made on the basis of a test/interview conducted by the deemed University. Candidates may apply at any time throughout the year. Admission is subject to vacancies available in the relevant specializations. Categories of admission:

- (i) Full time with assistantship/without assistantship
- (ii) Full time with UGC/CSIR/DBT/other research scheme scholarship
- (iii) Sponsored
- (iv) Part-time

#### **9.1.3 Duration of the programme:**

Ph.D programme shall be for a minimum duration of three years, including course work and a maximum of six years. This may be waived by the Academic Council only in extremely exceptional cases when recommended by the Department Research Committee.

#### **9.1.4 Extension criteria**

(vii) This maximum time limit for submission of thesis may be extended by the Academic Council based on the recommendation of DRC as a special case for a period of 1 year (on a maximum of 2 occasions), after which the registration will stand cancelled. While recommending to the Academic Council, the DRC may consider one or more of the following criteria as accentuating Circumstances (based on the evidence produced by the candidate):

- a. Medical exigency.
- b. Forced break due to employment requirement (in case of part time candidates only).
- c. Discontinuity in supervision (due to non-availability of supervisor).
- d. Change in focus of research due to emergence of any new/unforeseen challenges in conducting research (e.g. security threat).

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- e. Candidate at an advanced stage of research requiring a defined time only after approval from DRC and SRC. The DRC in such case should consider research output achieved such as publication(s).
  - f. Supervisor explanation on requirement of extra time.
- (viii) Full/Part time candidate may be allowed to convert his/her registration into Part/Full time on the recommendation of the SRC/DRC. This change will be allowed only once.

#### **9.1.5 Allocation/Eligibility of Research supervisor:**

- (i) As per UGC letter No. F. No. 14-4/2016(PS), following are the eligibility criteria to be a Research Supervisor/ Co- Supervisor:
  - a. Ph.D supervisor has to be amongst the regular faculty of TERI SAS only and co-supervisor can be appointed from within or outside of the deemed university, if necessary.
  - b. All Adjunct faculty members can act as co-supervisor.
  - c. Department concerned can appoint Co-supervisor from outside the Department/Faculty/University in case of topics of inter-disciplinary nature.
  - d. Any regular Professor should have at least five (5) research publications in refereed journals and any Associate / Assistant Professor with at least two (2) research publications in refereed journals in order to be recognized as Research Supervisor. Further, if there is limited number of referred journals in the particular discipline, these rules can be relaxed with a written explanation.
  - e. A faculty at the rank of Professor is allowed to supervise at most Eight (8) Ph.D Scholars, at a time. An Associate and Assistant Professor can supervise up to six (6) and four (4) Ph.D Scholars respectively, at a time.
- (ii) Change of Research Supervisor
  - a. If a Research Supervisor takes up a short-term assignment outside TERI SAS, the candidate will be permitted to continue his / her research under the same Research Supervisor OR he/she may be permitted to change his / her Research Supervisor, after obtaining the approval of DRC. However, the duration of Ph.D, the area of research and the title of the study shall remain unaltered.
  - b. In case the Research Supervisor leaves TERI SAS permanently, he/she cannot continue to guide any scholars in TERI SAS. The candidate is encouraged to identify a potential supervisor in consultation with the DRC Chairperson/Ph.D Coordinator, and seek approval of DRC for such a change within a reasonable period, but not more than one month from departure of the former Supervisor from the deemed University. The DRC can assign a new supervisor, if it feels so, which will be binding on the student. However, a Research Supervisor who has left TERI SAS can continue as a Co-Supervisor, if approved by the DRC.
  - c. A supervisor may request to relinquish a student in case he/she feels that a conflict of interest may arise or if there is a change of research topic outside his area of expertise. However, in such exceptional circumstances, the interest of the

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student is to be safeguarded and such a change must have the approval of the DRC.

- d. In exceptional circumstances, a candidate wishing to have a change of supervisor can make an appeal to the Chairperson DRC with clear and specific reasons for the request. The Chairperson DRC on the merit of the case may recommend the matter for consideration to a Committee set up for this purpose comprising of both Deans and the Chairperson DRC. The decision of the Committee will be binding on all concerned. The Committee, if recommending a change of supervisor, will also make recommendations on the rights of the supervisor and the student for using the past-work.

#### **9.1.6 Pre-Ph.D course requirements**

The Pre-Ph.D course requirements shall be as follows :-

- (i) In order to overcome any deficiency in the breadth of fundamental training for advanced work, several courses are offered across disciplines taught at the Deemed University. Such courses would include those at Masters level or could be special ones created only for the doctoral student/s.
- (ii) The courses will be offered by TERI SAS.
- (iii) The credit assigned to the Ph.D course work shall be a minimum of 8 credits and a maximum of 16 credits.
- (iv) Four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. One course on Technical Writing (2 credits) will be a mandatory course for all Ph.D students. Other courses shall be advanced level courses preparing the students for Ph.D degree.
- (v) The course requirement will be determined by the DRC (Department Research Committee) on the recommendations of the SRC (Student Research Committee) after considering the student's background in relation to the proposed topic of research.
- (vi) Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the SRC and the Department and the final grades shall be communicated to Registrar.
- (vii) The minimum CGPA requirement will be 7.0.
- (viii) The pre-Ph.D course work must be completed within the first two semesters and the first three semesters of joining the programme by full-time and part-time students, respectively.

#### **9.1.7 Comprehensive Examination**

- (i) A student shall be formally registered/ admitted to a Ph.D programme only after s/he has cleared the comprehensive examination. Students will be permitted to take the comprehensive examination only after they have completed the pre-Ph.D course work as decided by the SRC and defined in F.11.d. Full-time and part-time students must clear the comprehensive examination within a period of 18

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months and 24 months, respectively, from the date of joining. Every student, after having completed the comprehensive examination, must formally register for the Ph.D programme.

(ii) As part of the comprehensive examination the student shall submit a Ph.D research proposal document, prepared in consultation with the supervisor. The same should be submitted to the examination panel members at least one week in advance of the comprehensive examination. An external examiner may be part of the comprehensive examination panel if suggested by the SRC.

(iii) The student's evaluation will be based on an oral presentation and the accompanying write-up of the research proposal that should include its proposed title, introduction and literature review, rationale for research, aim, research objectives/questions, broad framework/tentative methodology, expected outcomes and proposed timeline. The presentation should also list the pre-Ph.D courses attended, grades scored and any other research-related activity undertaken.

(iv) There shall be a repeat of comprehensive examination decided by the SRC, in case of failure in 1st attempt or major change in focus of proposed research.

#### **9.1.8 Attendance requirements for Ph D students**

The attendance requirement for Ph.D students shall be as follows:-

- (i) A Ph.D student, whether full-time or part-time, is expected to attend all classes in each course in which he/she is registered. In case his/her attendance is less than 75%, he/she will be debarred from the test/examination for the course and will be awarded an Ab. Grade.
- (ii) If a Ph.D student's attendance falls below 75% in any taught course(s) during a month, s/he will not be paid assistantship/scholarship for that month. Further, if his/her attendance again falls short of 75% in any course in any subsequent month in that semester, his/her assistantship/scholarship will be terminated. A research scholar, after having completed the course work, must attend to his/her research work on all the working days and mark attendance except when s/he has been sanctioned leave. The requirement of 75% attendance will apply as above on daily attendance except in cases where longer leave has been duly sanctioned within the leave entitlement of the student.

Note: For the above purpose, if 75% works out to be a number that is not a whole number; the immediate lower whole number will be treated as the attendance.

#### **9.1.9 Grant of leave to Ph.D students:-**

The leave regulations for Ph.D students shall be as follows:-

- (i) During course work a full-time Ph.D student, during his/her stay at the deemed University will be entitled leave for 30 days, including leave on medical grounds, per academic year. He/she will not be entitled to mid-semester breaks, summer and winter vacations. Leave beyond 30 days in an academic year may be granted to a Research Scholar in exceptional cases subject to the following conditions:
  - a. the leave beyond 30 days will be without assistantship/scholarship; and
  - b. such an extension of up to additional 30 days will be granted only once during the programme of the scholar.

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The leave will be subject to the approval of the Head of Department/ Dean/ Faculty Supervisor/ Programme Coordinator concerned on the recommendation of the Supervisor

- (ii) After completing the course work a full-time Ph.D student during his/her stay at the deemed University, will be entitled leave for 30 days per academic year. He/she will not be entitled to mid-semester breaks, summer and winter vacations. In addition, a Ph.D scholar who has completed his/her course work may be granted leave on medical grounds up to 10 days per academic year. Women research scholars will be eligible for maternity leave/ child care leave with assistantship for a period not exceeding 240 days once during the tenure of their programme.
- (iii) Under extremely exceptional circumstances a Ph.D student can apply for a 'zero semester' during which he/she shall not be engaged in his/her Ph.D research. This provision is subject to the approval of the DRC and of the Dean (R&R).
- (iv) In an approved zero semester, the candidate is not required to pay the fees. A zero semester will not count towards minimum/maximum duration of the Ph.D programme. A zero semester can be approved a maximum of two times, in a candidate's Ph.D programme duration.

#### **9.1.10 Research Committees and their functions:**

- (i) The Ph.D degree of the deemed University may be conferred on a student who fulfils all the requirements detailed in these rules.
  - a. Applications for Ph.D registration, that is, for entry to a course of study and research leading to a Ph.D degree, must be made to the deemed University on the approved form. The date of registration is the date when candidate registers for Pre-Ph.D courses. However, in exceptional cases, the date of registration may be advanced by a maximum of six months by the Academic Council if it is convinced that the student has spent enough time on the research earlier.
  - b. The academic programme of all the Ph.D students in a Department will be coordinated by the DRC as per the rules and regulations of the deemed University upon recommendation of the SRC.
  - c. The supervisor shall be appointed during the first semester. If desirable, the DRC, based on the recommendation of the SRC, may appoint Co-supervisor(s) (not exceeding two) from within or outside the deemed University. Appointment of any Co-supervisor would not be permitted after the comprehensive examination of the student, except in cases where none of the supervisors is available to supervise for a year or more at a stretch.
  - d. In the event of the supervisor being unavailable for supervision the SRC will recommend to the DRC that another faculty member as per the provisions given in 8.1.10.a & b.
- (ii) The progress of each student will be monitored by the SRC and the DRC. For this purpose, the following procedures will be followed. Ph.D research work will be given a course number as is done for other courses.
  - a. The DRC will coordinate the collection of progress reports, written and signed by the scholar and forwarded by the supervisor every semester.



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- a. An 'X' grade will be awarded along with comments for that semester if the progress is 'satisfactory'.
  - b. If the progress is 'unsatisfactory', a 'U' grade will be awarded along with comments. When a 'U' grade is awarded for the first time, a warning will be issued to the student. If his/her performance does not improve after the warning, the fellowship/assistantship may be withheld.
  - c. If there are two consecutive 'U' grades, the student will have to withdraw from the doctoral programme and his/her studentship will be terminated.
  - d. The progress of Ph.D research work will be discussed in the DRC as per the semester schedule.
  - e. The above process will continue until the synopsis of the thesis is submitted.

**9.1.11 Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:**

(i) The procedure wrt the above shall be as follows:-

- a. The student may submit his/her thesis at any time provided that s/he has completed the minimum period of registration and S/he has completed the course work requirement as prescribed by the DRC/SRC with a CGPA not below 7.0 and has also cleared the comprehensive examination, and S/he has submitted earlier, the title and a synopsis of the thesis.
- b. Upon satisfactory completion of comprehensive examination, and obtaining the marks/grade prescribed, Ph.D scholar shall be required to undertake research work and complete the same within a reasonable time as stipulated by TERI SAS.
- c. Prior to the submission of the synopsis, the scholar shall make a presentation in the Department before the SRC which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with SRC.
- d. Synopsis submission: On evaluating Ph.D work, SRC shall approve the Synopsis for submission to DRC.
- e. Pre-submission defence: DRC shall call the student to present his/her Ph.D work through an oral presentation made to all faculty members and Ph.D students.
- f. Ph.D scholars must publish at least one (1) research paper in refereed journal which is direct outcome of their Ph.D research (review paper will not be counted as referred paper) and make two paper presentations in conferences/seminars before submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- g. The Academic Council shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the TERI SAS where the work was carried out, or to any other Institution.
- h. Examiners: The DRC shall evaluate and recommend the list of potential Indian and Foreign examiners to the Chairman, Academic Council.
- i. The thesis shall be written in English in the specified format and shall contain a critical account of the student's research. It should be characterized by discovery

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of facts or a fresh approach towards the interpretation of facts and theories or a significant contribution to the knowledge of design or development, or a combination of them. It should bear evidence of the student's capacity for analysis and judgment, and also his/her ability to carry out independent investigation, design, or development. No part of the thesis, or supplementary published work, shall have been submitted for the award of any other degree. Three copies of thesis in soft cover have to be submitted in the prescribed format. In case of joint supervision, four copies of the thesis are required to be submitted. Additionally a soft copy of the thesis shall be submitted for the required plagiarism check. The DRC/ SRC shall deal appropriately with any case of plagiarism

- j. On receipt of the title and synopsis of the thesis, the Chairman, Academic Council, will appoint a Board of Examiners for each student. The Board will consist of at least one internal examiner, members from the SRC and two external examiners, one from within India and one from abroad, who shall be an expert in the subject of the thesis. These external examiners shall be selected from a list of six to eight examiners to be recommended by the supervisor(s) through the DRC/CRC while forwarding the title and synopsis of the thesis. The student will be required to submit an updated synopsis, if more than nine months have passed before the submission of the thesis.
- k. Each examiner will submit a detailed assessment report recommending to the Chairman, Academic Council, one of the following courses of action.

That the thesis be deemed satisfactory and that the student may defend his/her thesis orally before a committee constituted for the purpose and any members of the faculty and research students who wish to be present.

That the student may submit a revised thesis. In normal circumstances, s/he may submit the revised thesis within a period of one year from the date of communication in this regard from the Chairman, Academic Council.

However, in exceptional circumstances, this period may be extended by the Chairman by another one year; the total revision time, irrespective of the number of revisions allowed, will not exceed a period of two years.

- (ii) In the event of disagreement between the external examiners, the Chairman, Academic Council, may, as a special case, appoint another external examiner, if the merit of the case so demands. The examiner will report independently to the Chairman, Academic Council.
  - a. The oral defence of the thesis shall be conducted by a committee consisting of the internal examiner(s) and one external examiner. If for some reasons, the external examiner for the oral examination is not available for the conduct of the oral defence, an alternative external examiner shall be appointed by the Chairman, Academic Council. It is recommended that the Pre-submission defence seminar is made at least 2 weeks before the oral defence by each doctoral candidate to all faculty members and Ph.D students.
  - b. On completion of all stages of the examination, the Oral Defence Committee shall recommend to the Chairman, Academic Council, one of the following courses of action.
    - i. That the degree be awarded.



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- ii. That the student should be examined further on another occasion in a manner they shall prescribe.
  - iii. That the degree shall not be awarded.

In case of (b. ii), the Oral Defence Committee shall also provide the student a list of all corrections and modifications, if any, suggested by the examiners.

(iii) The degree shall be awarded by the Academic Council, provided that:-

- a. The Oral Defence Committee, through the Academic Council, so recommends;
- b. The student produces a 'no dues certificate' from all concerned in the prescribed form and gets it forwarded by the supervisor along with the report of the Oral Defence Committee; and
- c. The student has submitted three hard-bound copies of the thesis, after incorporating all necessary corrections and modifications in the version submitted earlier. The hard-bound copies of the Ph.D thesis, submitted after the viva voce examination. (One of the copies is to be kept at TERI SAS library.)

(iv) Candidates will be awarded Ph.D degree with the title of dissertation irrespective of the discipline or department of graduation.

(v) The deemed University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D thesis within a period of six months from the date of submission of the thesis.

(vi) Treatment of Ph.D through Part-time:

(vii) Part-time Ph.D will be allowed provided all the conditions mentioned in the Ph.D Regulations are met. A member of the non-academic staff of the deemed University, who satisfies the eligibility criteria, may be considered for admission to the degree as a part-time student, provided his/her application is duly approved by the Vice-Chancellor.

**Note:** Part-time candidates will be required to attend all classes of the pre-Ph D programme.

#### **9.1.12 Award of Ph.D degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities.**

Award of degrees to candidates registered for the Ph.D programme on or before the date of Notification of these Regulations shall be governed by the earlier regulations under which initial admission has been granted.

#### **9.1.13 Depository with INFLIBNET :**

As mandated by UGC the following norms shall be followed:-

- (i) Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D degree, the Librarian, TERI SAS shall submit an electronic copy of the Ph.D thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Universities/Institutions/Colleges.
- (ii) Prior to the actual award of the degree, a provisional Certificate shall be issued to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

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## 10. Masters Programme Structure

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(Note: The programme structures are periodically revised based on stakeholders' feedback. For latest structure proposed for the Semester, please refer to respective programme sections in the website or the students' portal.)

### 10.1 MSc programmes

#### 10.1.1 Earned credits

The requirements for the award of MSc degrees (Environmental Studies and Resource Management), MSc (Geoinformatics), and MSc (Plant Biotechnology), MSc (Climate Science and Policy) and MSc (Economics) are as follows.

Completion of the minimum required earned credits, which are as follows

MSc (Environmental Studies and Resource Management)	:	71
MSc (Geoinformatics)	:	71
MSc (Plant Biotechnology)	:	93
MSc (Climate Science and Policy)	:	71
MSc (Economics)	:	87
MSc(Water Science & Governance)	:	86

A student must obtain a minimum CGPA of 6 to be eligible for the award of an MSc degree.

#### 10.1.2 Courses being offered in M Sc (Environmental Studies and Resource Management)

##### M.Sc. (Environmental Studies and Resource Management) - Semester 1

Core = 21 (minimum credits required = 22)

Course No.	Course title	Type	No of Credits
NRE 121	Ecology	Core	3
NRE 131	Environmental Chemistry and microbiology	Core	3
NRE 113	Applied mathematics	Core	3 (Audit)
NRE 165	Introduction to sustainable development	Core	1
NRE 138	Environmental monitoring laboratory	Core	3
NRE 139	Environmental geosciences	Core	3
NRE 111	Environmental statistics	Core	3
NRE 155	Environmental law and policy	Core	3
NRE 101	Technical Writing (Communication skills and technical writing)	Core	2

##### M.Sc. (Environmental Studies and Resource Management) Semester 2

Core = 11 / Elective = 6 (minimum credits required = 17)

Course No.	Course title	Type	No of Credits
NRE 142	Water quality management	Core	3
NRE 173	Research methodology and thesis writing	Core	2
NRE 189	Solid and hazardous waste management	Core	3
NRE 134	Air quality management	Core	3
NRE 123	Biodiversity assessment and conservation	Elective	3
NRE 162	Hydrology	Elective	3
NRE 172	Principles of geoinformatics	Elective	3
NRE 141	Basic course in environmental and resource economics	Elective	3
NRE 144	Environment health and risk assessment	Elective	3

*M.Sc. (Environmental Studies and Resource Management) Semester 3*

Elective 15 = (minimum credits required = 15)

Course No.	Course title	Type	No of Credits
NRE 103	Minor project	Core	2
NRE 163	<u>Groundwater hydrology and management</u>	Elective	3
NRE 168	<u>Food security and agriculture</u>	Elective	3
NRE 145	<u>Integrated impact assessment</u>	Elective	4
NRE 147	<u>Environmental economics</u>	Elective	3
NRE 171	<u>Environmental modelling</u>	Elective	4
NRE 149	<u>Governance and management of natural resources</u>	Elective	3
NRE 105	Independent study	Elective	3
NRE 112	<u>Multivariate data analysis</u>	Elective	3
NRE 175	<u>Geoinformatics for resource management</u>	Elective	4
NRE 151	<u>Wildlife conservation and management</u>	Elective	3
NRE 129	<u>Industrial ecology</u>	Elective	3
NRC 133	<u>Aerosol Science</u>	Elective	3
NRE 167	Integrated Watershed Management	Elective	3
NRE 136	Glacier Hydrology	Elective	3
NRE 174	Water and Wastewater Treatment Processes and Design	Elective	4
NRE 102	Seminar Course in Global Change	Elective	3
NRC 162	Climate change & disaster risk reduction	Elective	3

*M.Sc. (Environmental Studies and Resource Management) Semester 4*

Course No.	Course title	Type	No of Credits
NRE 104	Major project	Core	15

### 10.1.3 Courses being offered in M Sc (Geoinformatics)

Semester 1			
Core Courses – 6 and 1 core audit course			
Minimum Credit requirement - 16			
Course Name	Course Title	Type	Credits
NRG 171	Principles of Cartography	Core	3
NRG 178	Principles of Remote sensing	Core	3
NRG 176	Principles of GIS and GNSS	Core	4
NRE 111	Environmental Statistics	Core	3
NRG 106	Fundamentals of Computers and Programming	Core	2
NRE 113	Applied Mathematics*	Core	3 (Audit)
NRE 101	Technical Writing (Communication skills and technical writing)	Core	2 (Compulsory Audit)
NRG 102	Fundamentals of Physics**	Core	2 (Audit)
NRE 165	Introduction to Sustainable Development	Core	1

\*Required for only those students who do not have Maths at 10+2 level

\*\* Required for only those students who do not have Physics at 10+2 level

Semester 2			
Core Courses – 6 and 2 core Audit Courses			
Minimum Credit requirement - 19			
Course Name	Course Title	Type	Credits
NRG 170	Photogrammetry	Core	3
	Multivariate Data Analysis	Core	3
NRG 174	Spatial Data Modelling and its applications	Core	4
NRG 172	Digital Image Processing and information extraction	Core	4

	Programming in Geoinformatics	Core	3
	Law and Policy for Maps and Remote sensing	Core	2
NRG103	Project Management	Core	3 (Compulsory Audit)
NRE173	Research methodology and thesis writing	Core	2 (Compulsory Audit)

<b>Semester 3</b>			
<b>Core Courses - 5 + Summer Internship 2 Credits</b>			
<b>Elective – 1*</b>			
<b>Minimum Credit requirement - 21</b>			
<b>Course Name</b>	<b>Course Title</b>	<b>Type</b>	<b>Credits</b>
NRG 177	Advances in Remote Sensing	Core	4
NRG 179	Advances in GIS and current trend	Core	4
	Application of Geoinformatics for Land Resources	Core	3
	Application of Geoinformatics for Water Resources	Core	3
	Application of Geoinformatics for Atmosphere	Core	3
	Geocomputation	Elective	3
NRG 107	Minor Project	Core	2

\* Students can take the relevant electives from other departments in 3rd semester as well to satisfy the minimum credit requirement

<b>Semester 4</b>			
<b>Minimum Credit requirement - 15</b>			
<b>Course Name</b>	<b>Course Title</b>	<b>Type</b>	<b>Credits</b>
NRG 104	Major Project	Core	15

#### 10.1.4 Courses being offered in M Sc (Plant Biotechnology)

Semester 1			
Core Courses - 9			
Minimum Credit Requirement : 22			
Course No.	Course title	Type	Number of credits
BBP 121	Plant biotechnology and crop improvement	Core	3
BBP 155	Principles of genetic engineering and recombinant DNA technology	Core	3
BBP 101	Plant biotechnology laboratory - Part 1	Core	7
BBP 158	Conceptual foundations of molecular biology	Core	2
BBP 154	Concepts in biochemistry	Core	3
BBP 111	Bioanalytical techniques	Core	3
NRE 101	Technical Writing (Communication skills and technical writing)	Core	2 (Compulsory Audit)
NRE 113	Applied mathematics	Core	3 (Compulsory Audit)
NRE 165	Introduction to Sustainable Development	Core	1

Semester 2			
Core Courses - 7			
Minimum Credit Requirement : 25			
Course No.	Course title	Type	Number of credits
BBP102	Plant Biotechnology Laboratory – Part 2	Core	7
BBP 130	Immunochemistry	Core	3
BBP 150	Molecular markers and breeding	Core	4
BBP 112	Statistics for the life sciences	Core	3

BBP 156	Molecular plant physiology and metabolism	Core	3
BBP 114	Molecular cell biology - from genes to communities	Core	3
BBP 174	Bioinformatics and computational biology - Part I	Core	2

Semester 3			
Core Courses - 6			
Minimum Credit Requirement : 22			
Course No.	Course title	Type	Number of credits
BBP 173	Bioinformatics and computational biology	Core	3
BBP 171	Bioethics and Public Awareness	Core	1
BBP 103	Plant biotechnology laboratory - Part 3	Core	7
BBP 141	Plant biotechnology management and regulatory issues	Core	4
BBP 143	Genomics and molecular genetics	Core	4
NRE 112	Multivariate data analysis	Core	3

Semester 4			
Course No.	Course title	Type	Number of credits
BBP 104	Major project	Core	24

#### 10.1.5 Courses being offered in M Sc (Economics)

Semester 1			
Core – 5			
Minimum Credit Requirement- 17			
Course no	Course Title	Type	No of Credits
MPE 115	Probability and Statistics	Core	4
MPE 113	Mathematical Methods for Economics	Core	4

MPE 121	Macroeconomics	Core	4
MPE 131	Microeconomics	Core	4
NRE 165	Introduction to Sustainable Development	Core	1

<b>Semester 2</b> <b>Core – 4</b> <b>Minimum Credit Requirement- 16</b>			
Course no	Course Title	Type	No of Credits
	Environment and Economic Development	Core	4
	Growth Economics	Core	4
	Development Economics	Core	4
MPE 172	Econometrics	Core	4

<b>Semester 3</b> <b>Core-3</b> <b>Electives-8 Credits</b> <b>Minimum Credit Requirement- 20</b>			
Course no	Course Title	Type	No of Credits
	Methods of research in Economics	Core	4
	Environmental Economics	Core	4
	Natural resource Economics	Core	4
	Elective courses from those offered in M.Sc Economics programme or open electives	Electives	8

<b>Semester 4</b> <b>Core -</b> <b>Minimum Credit Requirement-</b>			
Course no	Course Title	Type	No of Credits
	Masters thesis		20

#### 10.1.6 M.Sc. (Water Science and Governance)

##### Course details

<b>Semester 1 (minimum req. – 32)</b> <b>Core – 11</b>			
Course No.	Course title	Type	Number of credits
MPD 173	Social research methods	Core	4
WSW 103	Field trip 1	Core	1
NRE 111	Environmental statistics	Core	3
WSW 131	Hydraulics	Core	3



WSW 181	Water planning and management	Core	3
WSW 163	Gender, rights and equity perspective for sustainable water management	Core	3
WSW 143	Water resources - Institutions and governance	Core	3
WSW 172	Geoinformatics for water resources	Core	4
WSW 167	Applied hydrology and meteorology	Core	3
WSW 145	Water Quality monitoring methods and analysis	Core	3
NRE 165	Introduction to Sustainable Development	Core	1

<b>Semester 2 (minimum req. – 23)</b>			
<b>Core – 9</b>			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>
NRE 101	Technical Writing (Communication skills and technical writing)	Core	Audit
WSW 105	Field trip 2	Core	1
WSW 182	Water security and conflict management	Core	2
WSW 184	Water supply and sanitation	Core	3
WSW 164	Integrated watershed and river basin management	Core	3
WSW 124	Water audit and demand management	Core	3
WSW 146	Water resources economics	Core	4
WSW 136	Irrigation water and drainage management	Core	4
WSW 154	Aquatic eco-system management	Core	3

<b>Semester 3 (minimum req. – 15)</b>			
<b>1 core course, + 2 electives and Major project</b>			
<b>Core – 2 (9 credit),</b>			
<b>Elective – 3 (6 credit)</b>			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>
WSW 106	Project work report	Core	6
WSW 153	Water law	Core	3
NRE 163	Groundwater hydrology and management	Elective	3
WSW 132	Industrial pollution control	Elective	3
WSW 177	Social, economic and health dimensions of water, sanitation and hygiene	Elective	Audit

<b>Semester 4 (minimum req. 16) (core – 16)</b>			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>
WSW 104	Project 2	Core	16

## 10.2 Regulations for MBA (Infrastructure) programme

The two-year programme offers training in the four foundations of infrastructure management: Finance, Economics, Technology, and Risk Management, and Law. In addition, traditional management disciplines such as management concepts, marketing, and organizational behavior.

While the program provides a basic structure for study in the first year, students are the primary designers of their educational and career trajectories through their choice of major projects in the second year. The two-year MBA (Infrastructure) is being offered to students in two optional streams.

- (i) Stream I – A regular programme for graduate students
- (ii) Stream II – A program with an orientation towards research dissertation for practicing professionals rather than towards course credits. The course allows professionals the flexibility to take up a research- thesis-based curriculum. It is mandatory for students to undertake course work in the first year. In the second year, students will have to undertake a thesis and defend it at the end of the year.

In addition, students have the flexibility to pursue one or more sector specializations by selecting a set of elective courses from the designated streams in the third semester. Students have to choose at least four electives in the third semesters. A minimum of two electives from any one stream constitutes a specialization. At least one sector specialization is compulsory.

### ***Earned credits***

Each student will have to earn a minimum of 76 credits over the two-year period with a minimum CGPA (cumulative grade point average) of 6. This may be subject to changes that may be incorporated on the basis of concurrent evaluation of the programme.

### 10.2.1 Courses being offered in MBA (Infrastructure)

<b>MBA (Infrastructure) Programme, Semester 1</b> <b>Core=10 (Credit Required=20)</b>			
Course Code	Course Title	Type	No. of Credits
	Module 1 Basics of Infrastructure Business		
BSI 187	Introduction to Infrastructure Business	Core	2
BSI 124	Economics of Infrastructure and Pricing Strategies	Core	2
BSI 127	Infrastructure project finance	Core	2
BSi 128	Corporate Accounting and Reporting	Core	2
BSi 126	Corporate Finance	Core	2
BSI 175	Statistical methods for management	Core	3
	Module 2 Law & Policy Framework for Infrastructure Business		
BSi 167	Legal & Regulatory aspects of	Core	2

	infrastructure		
BSI 151	Business Laws and Infrastructure projects	Core	2
	Contract Laws	Core	2
BSi 153	Environmental and Social Laws	Core	1
NRE 165	Introduction to Sustainable Development	Core	1
<b>Semester 2</b> Core=10 (Credit Required=20)			
Course Code	Course Title	Type	No. of Credits
	Module 1 Strategy and Risk		
BSI 157	Business Ethics	Core	1
BSI 183	Strategic planning	Core	2
BSI 185	Risk analysis and Implementation Management	Core	3
BSI 156	Project Planning and management	Core	2
BSI 181	Bidding System Management	Core	1
	Module 2 Operational aspects of Infrastructure		
BSI 184	Quality Management	Core	2
BSI 171	Management information systems	Core	2
BSI 182	Infrastructure organization and HR	Core	3
BSI 138	Logistics and supply chain management	Core	2
BSI 122	Macroeconomic Environment	Core	3
<b>Semester 3</b> Core=6(Credit Required=22) Elective=7			
Course Code	Course Title	Type	No. of Credits
BSI 102	Minor Project	Core	6
BSI 145	Integrated impact assessment	Core	3
	Public Private Partnership	Core	2
	Corporate governance	Core	2
BSI 132	Innovation and change management for infrastructure projects	Core	2
BSI 103	Strategic communication and stakeholder engagement	Core	2
	Advanced Logistics and Supply Chain Management	Elective	2
BSI 125	Accounting and finance for sustainability	Elective	3
BSi 123	Financial intermediaries, institutions and markets	Elective	2
MEU 144	Sustainable Urban Transport	Elective	2
	Entrepreneurship	Elective	2
BSI 173	Urban water supply and waste	Elective	2

	management		
PPM 109	Business to business marketing	Elective	2
<b>Semester 4</b> Core=1 (Credit Required=14)			
PPM 102	Major project	Core	14

### 10.3 Regulations for MBA (Business Sustainability) programme

Core courses are offered in the first two semesters that first provide the foundation, and then the tools, for basic management streams. The MBA (Business Sustainability) programme aims at preparing the students for management cadres in all the sectors corporate, government, and the like. These core courses, covering the established business disciplines, would have sustainability as a fil rouge running through them. Hence, business sustainability would be built in within the structure of traditional management education in the basic courses.

The third and fourth semester focus on sustainability issues in Business Management, and skills and tools to deal with challenges to the goal of sustainability.

Students have the flexibility to pursue one or more specializations by selecting a set of elective courses from the designated streams in the third and the fourth semesters. Students have to choose at least four electives each in both the third and the fourth semesters. A minimum of three electives from any one stream constitutes a specialization.

#### *Earned credits*

Each student will have to earn a minimum of 80 credits over the two-year period. This may be subject to changes that may be incorporated on the basis of concurrent evaluation of the programme.

#### 10.3.1 Courses being offered in MBA (Business Sustainability)

<b>MBA (Business Sustainability) Programme, Semester 1</b> <b>Core=10 (Credit Required=24)</b>			
Course Code	Course Title	Type	No. of Credits
MPP 163	Principles and concepts of sustainability	Core	2
PPM 157	Business ethics	Core	2
	Sustainability Reporting	Core	2
	Managerial economics	Core	3
	Marketing management	Core	3
	Fundamentals of Management	Core	2
	Business communication	Core	3
BSI 175	Statistical methods for management	Core	3

PPM 128	Corporate accounting and reporting	Core	3
NRE 165	Introduction to Sustainable Development	Core	1
<b>Semester 2</b> Core=9 (Credit Required=21)			
Course Code	Course Title	Type	No. of Credits
PPM 146	Legal aspects of business	Core	2
MPP 173	Qualitative research methods in management	Core	2
	Strategies for Sustainable Business	Core	3
	Macroeconomic Environment	Core	3
PPM 122	Corporate Finance	Core	3
PPM 171	Management information system	Core	2
	Advanced statistical methods for management	Core	2
	Corporate Social Responsibility	Core	2
	Organisational behavior and leadership	Core	2
<b>Semester 3</b> Core=15 (Credit Required=21) Elective=6			
Course Code	Course Title	Type	No. of Credits
BSI 125	Accounting and finance for sustainability	Core	3
PPM 100	Minor Project	Core	6
	Entrepreneurship	Core	2
PPM 138	Supply chain management	Core	2
	Business, Natural Ecosystems and Community	Core	2
	Health Finance	Elective	3
	Corporate governance	Elective	2
PPS 127	Sustainable consumption and production	Elective	2
MPE 175	Techniques of environmental valuation	Elective	4
PPM 125	Financial intermediaries, institutions and regulations	Elective	2
NRE 145	Integrated impact assessment	Elective	4
PPM 123	Derivatives and risk management	Elective	2
PPM 191	International financial management	Elective	2
PPM 109	Business to business marketing	Elective	2
MEU 169	Urban Governance	Elective	4

NRE 133	Environmental management system	Elective	4
PPM 195	Brand management	Elective	2
PPM 126	Security analysis and portfolio management	Elective	2
PPM 187	Production and Operations Management	Elective	3
PPM 104	Consumer Behaviour	Elective	2
MPD 129	Project design and management for sustainable development practice	Elective	4
	Social Entrepreneurship	Elective	2
	Design Thinking	Elective	2
<b>Semester 4</b> Core=1 (Credit Required=14)			
PPM 102	Major project	Core	14

## 10.4 Regulations for M Tech (Renewable Energy Engineering and Technology) programme

### *Earned credits*

Each student will have to earn a minimum of 78 credits over the two-year period

### 10.4.1 Courses being offered in M Tech (Renewable Energy Engineering and Technology)

Semester 1 10core courses Minimum credit requirements 23			
Course No.	Course title	Type	Number of credits
ENR 122	Renewable energy resource characteristics	Core	4
NRE 101	Technical Writing (Communication skills and technical writing)	Core	2
ENR 135	Power system engineering	Core	3
ENR 185	Introduction to management techniques - I	Core	1
ENR 119	Fundamentals of thermal and electrical engineering	Core	2

ENR 189	Heat transfer	Core	4
ENR 112	Conventional energy and environmental implications	Core	2
ENR 111	Energy conservation and management	Core	2
ENR 101	Energy lab - I (Power system lab and heat transfer lab)	Core	2
NRE 165	Introduction to Sustainable Development	Core	1
Semester 2 8 core courses and 2 electives Minimum credit requirements 22			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>
ENR 157	Energy lab - II	Core	3
ENR 156	Renewable energy project management	Core	3
ENR 155	Optimization techniques for energy management and planning	Core	3
ENR 154	Renewable energy policy and regulations	Core	3
ENR 153	Biomass and other renewable technologies	Core	3
ENR 152	Wind, small hydro and RE hybrid systems	Core	2
ENR 151	Solar technologies	Core	4
ENR 103	Field visits / exposure to RE plants	Core	1
ENR 159	Applied numerical methods	Elective	3
ENR 158	Fluid mechanics and wind turbine models	Elective	3
Semester 3 2 core courses + Summer internship (core) and 3 electives Minimum credit requirements 15			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>

ENR 108	Summer internship	Core	2
ENR 107	Energy simulation laboratory	Core	3
ENR 165	Energy economics	Core	3
ENR 191	Smart grid	Elective	2
ENR 115	Building energy and green building	Elective	3
ENR 183	Introduction to management techniques - II	Elective	2
ENR 105	Independent study	Elective	3
ENR 187	Waste to energy	Elective	2
ENR 113	Wind power generation	Elective	3
ENR 116	Energy audit and management	Elective	3
ENR 147	Solar thermal power generation	Elective	3
ENR 145	Solar photovoltaic power generation	Elective	3
ENR 143	Grid integration of renewable energy	Elective	3
ENR 163	Biofuels and decentralized energy systems	Elective	3
Semester 4			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>
ENR 104	Major project	Core	16

## 10.5 Regulations for M Tech (Urban Development and Management) programme

### *Earned credits*

The requirements for the award of M Tech (UDM) programme are as follows.

- Completion of the minimum 73 required earned credits
- A student must obtain a minimum CGPA of 6 to be eligible for the award of M Tech degree



### 10.5.1 Courses being offered in M Tech (Urban Development and Management)

*Semester I : Core = 24 (minimum credits required = 24)*

Course No.	Course title	Type	No of Credits
NRG 103	Project management	Core	3
MEU 143	Urban Governance	Core	3
MEU 171	Stochastic modelling	Core	4
MEU 161	Theories of Urbanisation	Core	3
MEU 163	Sustainable Provision and Management of Urban Services	Core	3
MEU 123	Urban Finance	Core	3
MEU 167	Urban Development Policies and Programmes	Core	3
NRE 101	Technical Writing (Communication skills and technical writing)	Core	2 (Audit)
MEU 175	Introduction to Geographic Information System	Core	1
NRE 165	Introduction to Sustainable Development	Core	1

*Semester 2:Core = 16 (minimum credits required = 16)*

Course No.	Course title	Type	No of Credits
MEU 121	Urban Ecology and Environment	Core	3
MEU 152	City and Regional Planning and Management	Core	3
MEU 172	Geoinformatics for Urban Development	Core	3
MEU 184	Real Estate Development	Core	3
MEU 154	Regeneration and City Competitiveness	Core	2
MEU 176	Research Methodology	Core	2

*Semester 3: Core = 14 / Elective = 4 (minimum credits required = 18)*

Course No.	Course title	Type	No of Credits
MEU 183	Urban systems modelling	Core	2
MEU 102	Major Project Part 1	Core	12
MEU 162	Urban Disaster Management and Climate Resilient Cities	Elective	2
MEU 112	Energy efficient buildings	Elective	2
MEU 144	Sustainable Urban Transport	Elective	2

MEU 168	Urban housing policy and practice	Elective	2
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**Semester 4 :**

Course No.	Course title	Type	No of Credits
MEU 104	Major Project Part 2	Core	15

## 10.6 M.Tech Water Resource Engineering and Management

The format of the entire programme is flexible and caters to fresh graduates as well as working professionals who desire to upscale their skills/qualifications. Graduate students depending on their qualifying degree have the following options:

- Enroll for the two-year postgraduate degree programme: in the first year, graduate students undertake mandatory course work. In the second year students do fieldwork and research. Graduate students can obtain an M.Tech or MSC. (this would depend on the qualifying degree at the time of enrolments to a programme) on completion of the programme.
- Opt for a Postgraduate (PG) Certificate course: this can be obtained by completing all core courses offered in the first semester. Duration of this certificate course is five months and is suitable for working professionals.
- Obtain a PG Diploma (PGD) by completing the first two semesters (about 11 month duration)

### Minimum number of credits for getting the qualification

PG Certificate: 30

PG Diploma: 53

M.Tech: 90

In addition to the structured regular courses, there will be seminars by eminent speakers on communication skills, project planning, research methodology, water anthropology, sustainability science, water and climate adaptation and other contemporary water issues. Attendance to these seminars is compulsory for students.

### 10.6.1 M.Tech Water Resource Engineering and Management

Course details

Semester 1 (minimum req. 32credits)			
Core – 11			
Course No.	Course Title	Type	Number of Credits
MPD 173	Social research methods	Core	4
MEU 173	Stochastic modelling	Core	4
WSW 103	Field trip 1	Core	1
WSW 133	Advanced Hydraulics	Core	3

WSW 181	Water planning and management	Core	3
WSW 163	Gender, rights and equity perspective for sustainable water management	Core	3
WSW 143	Water resources - Institutions and governance	Core	3
WSW 172	Geo-informatics for water resources	Core	4
WSW 167	Applied hydrology and meteorology	Core	3
WSW 145	Water Quality monitoring methods and analysis	Core	3
NRE 165	Introduction to Sustainable Development	Core	1

<b>Semester 2 (Minimum req. – 26 credits)</b>			
<b>Core – 9</b>			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>
WSW 105	Field trip 2	Core	1
NRE 101	Technical Writing (Communication skills and technical writing)	Core	Audit
WSW 182	Water security and conflict management	Core	2
WSW 176	Water quality modelling and application	Core	4
WSW 146	Water resources economics	Core	4
WSW 136	Irrigation water and drainage management	Core	4
WSW 173	Optimization techniques for water management	Core	4
WSW 175	Advanced geo-informatics for water resources	Core	3
WSW 186	Design of water supply and sanitation system	Core	4

<b>Semester 3 (Minimum req. 15 credits)</b>			
<b>1 core courses + 2 electives and Major project</b>			
<b>Core – 2(9 credit),</b>			
<b>Elective – 2(6 credit)</b>			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>
WSW 106	Project work report	Core	6
WSW 153	Water law	Core	3
NRE 163	Groundwater hydrology and management	Elective	3

WSW 132	Industrial pollution control	Elective	3
WSW 177	Social, economic and health dimensions of water, sanitation and hygiene	Elective	Audit

Semester 4 (minimum req. 16) Core – 1			
Course No.	Course title	Type	Number of credits
WSW 104	Project 2	Core	16

## 10.7 Regulations for MA (Sustainable Development Practice) programme

The MA (SDP) is a full-time two-year programme. It has a strong cross-disciplinary and cross-sectoral orientation. The programme aims to provide rigorous post-graduate training in four knowledge domains – natural sciences and engineering, health sciences, social sciences and management. This programme offers a blend of academic rigor and practice focus. The element of practice is embedded in most of the courses.

A distinguishing element of this programme is the group practicum, offered in the second semester. For this, groups of students would work in different field sites in India in association with local, national and international NGOs.

In addition, there is a two-month internship at the end of first year and a five-month final field research in the fourth semester. The five month long field training component is where students carry out research in their area of interest.

### *Earned credits*

Each student is required to earn a minimum of 76 credits over the two-year period.

### 10.7.1 Courses being offered in MA (Sustainable Development Practice)

Semester 1 Core – 8 Minimum Credit Requirement-21			
Course no	Course Title	Type	No of Credits
MPD 127	Perspectives on Development	Core	1
MPD 143	Principles of Economics	Core	3
MPD 173	Social Research Methods	Core	4
MPD 111	Quantitative Analysis for Development Practice	Core	3
MPD 101	Integrated Approaches to Sustainable	Core	3

	Development Practice		
MPD 135	Application of Environmental Science	Core	3
MPD 152	Law, Society and Sustainable Development	Core	3
NRE 165	Introduction to Sustainable Development	Core	1

<b>Semester 2</b>			
<b>Core - 7</b>			
<b>Minimum Credit Requirement- 20</b>			
Course no	Course Title	Type	No of Credits
MPD 153	Management of Development Organizations	Core	3
MPD 124	Population and Health: Techniques of analysis Policy Perspectives	Core	3
MPD 126	Key concepts of Cultural and Political ecology	Core	2
MPD 102	Group Practicum	Core	4
MPD 185	Organizational Behaviour and Human Resource Management for non-profit Organizations	Core	3
MPD 145	Integrated Impact Assessment	Core	2
MPD 147	Development Economics	Core	3
NRE 172	Principles of Geoinformatics	Elective	3

**Summer Internship - (6- 8 weeks) - Non Credit**

<b>Semester 3</b>			
<b>Core-3</b>			
<b>Electives-3</b>			
<b>Minimum Credit Requirement- 19</b>			
Course no	Course Title	Type	No of Credits
MPD 129	Project Design and Management for Sustainable Development Practice	Core	4
MPD 161	Public Policy Processes and Institutions	Core	3
MPD 122	Public health and development: Issues and methods	Core	3
MPD 183	ICT for sustainable development	Elective	3
PPS 132	Development Theories and Processes	Elective	3
MPD 113	Application of Quantitative Data analysis in Development Practice	Elective	2
NRE 175	Geoinformatics for Resource Management	Elective	4
MPE 125	Ecological Economics	Elective	3

PPM 168	Sustainability Reporting	Elective	2
NRE 168	Food Security and Agriculture	Elective	3
MEU 167	Urban Development Policies and Programmes	Elective	3
NRE 167	Integrated Watershed Management	Elective	3
NRE 149	Governance and Management of Natural Resources	Elective	3
NRE 155	Environmental Law and Policy	Elective	3
MPL 153	Law and Justice in Globalizing World	Elective	3

<b>Semester 4</b> <b>Core -1</b> <b>Minimum Credit Requirement- 16</b>			
Course no	Course Title	Type	No of Credits
MPD 104	Final Project	Core	16

## 10.8 Regulations for MA (Public Policy and Sustainable Development) programme

### *Earned credits*

The requirements for the award of MA (PP&SD [Public Policy and Sustainable Development]) degree are as follows.

- (i) Completion of a minimum of 68 earned credits, which must contain
  - a. 35 credits in core courses,
  - b. a 4 credit summer semester at Universities abroad/Minor project in lieu of the foreign visit,
  - c. one major project of 27 credits,
  - d. at least 4 elective course credits (not compulsory).
- (ii) A student must obtain a minimum CGPA of 6 to be eligible for the award of the MA (PP&SD) degree.

### 10.8.1 Courses being offered in MA (Public Policy & Sustainable Development)

<b>Semester 1,</b> <b>Minimum credit requirements – 17</b> <b>Core courses – 17 (all 9 courses)</b>			
Course No.	Course title	Type	Number of credits
PPS 133	Society and development policy	Core	2
NRE 165	Introduction to sustainable development	Core	1
PPS 183	India and the world	Core	2
PPS 134	Industrial development and sustainability	Core	2

PPS 135	Energy policy and sustainable development	Core	2
PPS 153	Governance and law	Core	2
PPS 136	Challenges of a digital economy	Core	2
PPS 137	Policy Lab-I	Core	2
PPS 127	Sustainable consumption and production	Core	2

Semester 2, Minimum credit requirements – 18 Core courses – 18 (all 9 courses)			
Course No.	Course title	Type	Number of credits
PPS 138	Policy lab II	Core	2
PPS 198	Public management : Issues and challenges with special reference to India	Core	2
PPS 191	Assessing public policy : methods and Measurements	Core	2
PPS 192	Major policy issues : Education, health and infrastructure in India	Core	2
PPS 193	Policy perspectives on water	Core	2
PPS 194	Public policy processes and institutions	Core	2
PPS 195	Communities and conservation	Core	2
PPS 196	Sustainable Urbanization	Core	2
PPS 197	Agriculture and rural development	Core	2

Semester 3, Minimum credit requirements – 4			
Course No.	Course title	Type	Number of credits
PPS 107A	Summer project	Core	2
PPS 107	International exposure	Core	2

Semester 4, Minimum credit requirements – 27			
Course No.	Course title	Type	Number of credits
PPS 100	Major project	Core	27

#### 10.8.2 For students who opt for Post graduate Diploma in Public Policy and Sustainable Development

Students who enroll for the PG diploma in Public Policy & Sustainable Development will need to complete the following requirements:-

(These requirements will also hold for students who have enrolled for the MA (Public Policy & Sustainable Development) and who exercise an option of exiting the programme after completing the course work and the summer project/minor project. Such students will be awarded PG Diploma in Public Policy and Sustainable Development).

- (i) Completion of a minimum of 40 earned credits, which must contain
  - a. 35 credits in core courses,
  - b. a 4 credit summer semester at Universities abroad/Minor project in lieu of the foreign visit,
  - c. at least 4 elective course credits.
- (ii) A student must obtain a minimum CGPA of 6 to be eligible for the award of the PG Diploma (PP&SD).

## 10.9 Regulations for LL.M Programme

### *Earned credits*

Currently, the LL.M course is being offered with the following specializations:

- (i) LL.M with specialization in Environment & Natural Resources Law
- (ii) LL.M with specialization in Infrastructure & Business Law

The requirements for the award of LL.M programme are as follows:

- (i) Completion of the minimum required earned credits.
- (ii) A student must obtain a minimum CGPA of 6.

### 10.9.1 Courses being offered for LLM

<b>Semester 1 (minimum req. 16)</b>			
<b>Core – 8</b>			
<b>Course No.</b>	<b>Course title</b>	<b>Type</b>	<b>Number of credits</b>
MPL 103	Dissertation	Core	2
MPL 101	Seminar/clinic on contemporary issues in infrastructure and environment - I	Core	Audit
MPL 173	Research methods and legal writing	Core	3
MPL 151	Comparative public law/systems of governance	Core	3
MPL 153	Law and justice in globalizing world	Core	3
MPL 141	Economic foundations of environmental and infrastructure law	Core	1
MPL 155	Environmental law and policy	Core	2
MPL 157	Infrastructure law and policy	Core	2

**Semester 2 (minimum req. 16)**  
**2 common courses and 4 specialisation based core courses and 2 electives**



Course No.	Course title	Type	Number of credits
MPL 104	Dissertation 2	Core	3
MPL 102	Seminar/clinic on contemporary issues in infrastructure and environment - II	Core	0
MPL 132	Water resources law	Elective	2
MPL 159	Energy law	Elective	2
MPL 165	Competition law and policy	Elective	2
<b>Infrastructure Law</b>			
MPL 148	Legal aspects of bidding and public private partnership	Core	2
MPL 146	Infrastructure project finance law	Core	2
MPL 144	Contracts Law and Management	Core	2
MPL 142	Business and taxation laws in infrastructure projects	Core	3
MPL 161	Telecommunication law	Elective	2
MPL 166	Urban Infrastructure Law and Management	Elective	2
MPL 163	Electricity law, reforms and practice	Elective	2
<b>Environmental Law</b>			
MPL 158	Forest law and policy	Core	2
MPL 156	Environmental Aspects of Business Activities	Core	2
MPL 154	Mining and mineral laws	Core	2
MPL 152	International environmental law	Core	3
MPL 182	Hazardous waste law	Elective	2
MPL 134	Climate change and law	Elective	2

## 10.9.2 Courses of special nature

### *Dissertation*

Separate detailed guidelines are issued for Dissertation.

## 11. Open & Distance Learning: Advanced PG Diploma / PG Diploma in Renewable Energy and certificate courses

Renewable energy technologies and applications are receiving a worldwide boost in view of increasing prices of conventional energy and increased concerns regarding climate change. Wind power, solar PV power, solar water heaters and small hydro systems are rapidly getting mainstreamed, and both, investments in these sectors and installed capacities, are increasing at double-digit growth rates. There is also a significant increase in policy support for renewables in many countries. However, there is a dearth of professionals trained in various aspects of renewable energy such as technologies, policies, financing, CDM benefits, etc. There are only a handful of institutes in India that offer structured programmes to cover the diverse range of issues involved. The programme is being offered by TERI SAS through the e-Learning mode for working professionals/ fresh engineering graduates.

### 11.1.1 Programme Structure

#### Distance Learning Programme

#### PG Diploma / Advanced PG Diploma Programme – 2018

<b>Certificate 1: Renewable Energy Resources and Policies (Core)</b>			
<b>3 core courses</b>			
<b>Minimum credits requirement = 20</b>			
<b>Course No.</b>	<b>Course Title</b>	<b>Type</b>	<b>No. of Credits</b>
DRE 123	Introduction to Renewable Energy Resources & Technologies	Core	10
DRE 111	Renewable Energy Policies & Planning	Core	7
DRE 142	Environmental & Health Impact of Energy Use	Core	3
<b>Certificate 2: Energy Infrastructure &amp; Efficiency (Elective)</b>			
<b>4 core courses</b>			
<b>Minimum credits requirement = 20</b>			
<b>Course No.</b>	<b>Course Title</b>	<b>Type</b>	<b>No. of Credits</b>
DRE 113	Energy Infrastructure	Core	6
DRE 115	Introduction to Basic Engineering Principles	Core	5

DRE 112	Introduction to Engines	Core	2
DRE 114	Energy conservation and management	Core	7
<b>Certificate 3: Renewable Energy Technologies</b> <b>7 core courses</b> <b>Minimum credits requirement = 20</b>			
<b>Course No.</b>	<b>Course Title</b>	<b>Type</b>	<b>No. of Credits</b>
DRE 133	Solar Thermal Technologies	Core	4
DRE 191	Solar PV Technologies	Core	4
DRE 137	Passive Solar Architecture	Core	3
DRE 192	Wind Energy Technologies	Core	3
DRE 193	Hydro Power Technologies	Core	1
DRE 118	Biomass to Energy	Core	3
DRE 194	Other Renewable Energy Technologies	Core	2
<b>Certificate 4: Software Tools for Energy Analysis</b> <b>5 core courses</b> <b>Minimum credits requirement = 20</b>			
<b>Course No.</b>	<b>Course Title</b>	<b>Type</b>	<b>No. of Credits</b>
DRE 162	RETScreen	Core	4
DRE 165	Homer	Core	4
DRE 166	PVSyst	Core	4
DRE 167	SAM	Core	4
DRE 169	TRNSYS	Core	4

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### 11.1.2 Study material

Study material has been prepared by teams of experts drawn from The Open University UK and TERI SASs in-house faculty. The material has been scrutinized by the content experts, supervised by the instructors/unit designers and edited by the experts. Similarly, audio and video files have been produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as external experts, before being finally uploaded to the website.

### 11.1.3 Programme delivery

The methodology of instruction for these programmes is different from that of the conventional programmes. The open learning system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through tools available for online delivery of courses.

The study material is supplied to the students through the deemed university website in electronic format week-wise as per the schedule. The material includes PDF, Word, Excel and video files.

Besides the study material, assignments are uploaded from time to time to help student access their learning. Faculty members are available on-line (**as per the schedule in Academic Calendar**) to clarify the doubts. Also, students can address any difficulties/ differences concerning the course or the problems to the teachers any time through e-mail.

A discussion forum is floated over eLearning platform for student-faculty interaction. At the end of each semester/course, all the students have to be there at any of the study centres for end semester/ course exam. Deemed University representatives will be there for discussion and chat.

### 11.1.4 Evaluation system

*The PG Diploma is given by the deemed university after a continuous evaluation process. The evaluation system for these programmes is different from that of conventional programmes.*

*Continuous assessment of the students is done based mainly on their performance in assignments, active participation and end-semester exams.*

*A student has to submit assignments compulsorily well within the deadlines indicated in the academic calendar given at the commencement of each semester. End-semester examinations are conducted toward the end of each semester.*

Grades will be awarded for each module separately. For this purpose, (a) assignments, (b) active participation on discussion forums, webinars etc. and (c) end-semester exams are given 55%, 05% and 40% weightage respectively. Numerical marking is followed, wherein the marks secured in assignments, end-semester exams, etc. are later converted into grades as per the deemed university criteria. I grade is given under the following conditions:

- (i) If a student gets less than 35% in the overall assessment (as mentioned in Table 1)
- (ii) If a student does not appear in end semester examination.

Students are therefore encouraged to appear in examinations and to submit all assignment so as to secure good grades. Late or non-submission of assignments, will affect the final grades negatively.

#### 11.1.5 Grading system

Grading is based on a continuous evaluation of assignments and end-semester examinations.

The weightage for each is indicated in the evaluation section of this document. The student's hand book will be sent to the students by e-mail and also made available online for the information of the students. The grades along with their equivalent numerical points are given below.

Table1: Grading system for the coursework		
Letter Grade	Percentage	Performance
A+	100 - 95	Outstanding
A	94 – 85	Excellent
B+	84 – 75	Very good
B	74 – 65	Good
C+	64 – 55	Average
C	54 – 45	Below average
D	44 – 35	Marginal
I	Less than 35	Incomplete

The minimum passing grade is D. A student does not earn any credits in courses where s/he gets an I grade. S/he has to repeat all such courses until a passing grade is obtained. All other letter grades (in Table 1) represent earned credits. The credits for the courses in which a student has obtained a D or higher grade will be considered as credits earned by the student. In case of an I grade, the student has to repeat the module whenever it is offered next, after paying a fee of Rs. 2500 for each module (or each I)

In order to get the certificate/diploma student should earn a credit against each course.

#### 11.1.6 Criteria for continuation of registration

If a student decides within one month of his/her admission that for personal reasons s/he will not be able to continue the course, s/he may be allowed to withdraw and re-register without payment of additional fees, for that coursework.

The student can take a break (after informing TERI SAS and before the commencement of the semester) from the course work however, s/he has to complete the course work within 1.5 years, 3 years and 5 years' time for certificate, post graduate diploma and advanced post graduate diploma from the date of registration respectively. The student will have to follow the prevailing/current set of rules and regulations when s/he joins back.

**\*\* More information is available on the following link (<http://elearn.terisas.ac.in>)**

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## 12. Courses of study

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The courses offered by the centres/ departments of the Deemed University are listed on the Deemed University's website <[www.terisas.ac.in](http://www.terisas.ac.in)>. Students are encouraged to browse through the details of the courses, which can be accessed by clicking on the title of the course; this is to aid them while registering for courses.

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## 13. Important Policies

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### 13.1 Projects

#### 13.1.1 Minor project

Each student is expected to register for a minor project, in the summer semester. The guidelines for regulating and monitoring the work in the minor project are provided separately.

#### 13.1.2 Major project

*Guidelines for Major Project are available in the students' portal. Students MUST read these carefully before commencement of the Major Project.*

### 13.2 Identity card

All students will be issued the Deemed University's identity card within a few days of registration. This identity card is to be carried by the student at all times while at the campus.

### 13.3 Working hours

The normal working hours of the Deemed University are from 0830 hours to 1630 hours, Monday through Saturday. However, all students are required to see the teaching schedule and attend classes accordingly. These may be held beyond 1630 hours or even on Sundays/holidays.

### 13.4 Classroom use

Students are expected to be in the classroom only when a class is scheduled. At all other times, they must vacate the classroom. However, seminars, small meetings, project work, etc., may be conducted in the classroom when not in use with prior permission from the Registrar's office. Please contact Mr Kamal Sharma/Mr V Ganesh at extension 4718/4716 for this purpose.

Students are expected to keep the classrooms as clean as possible. No food items of any nature is permitted in the classrooms.

### 13.5 Mobile phones

The use of mobile phones is strictly prohibited in the classrooms/seminar halls/library. Mobile phones are to be either switched off or kept in silent mode if they are brought into the classrooms/seminar halls/library. Faculty members may confiscate mobile phones that ring in the classrooms/seminar halls/library.

### 13.6 Security

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While the Deemed University is deeply concerned about the security of personal belongings, all students must take precautions so that personal belongings are kept safely at all times. Students are urged never to leave personal property unattended and always check to see that doors and windows are properly closed when leaving the classroom at the end of the working day.

### **13.7 Writing articles in newspapers/periodicals**

Students registered in the TERI SAS are free to write articles in newspapers/periodicals as individuals. However, under no circumstances must they indicate any affiliation to the TERI SAS unless explicit permission has been taken from the Vice-Chancellor/Registrar.



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## 13.8 Undertaking for use of student photographs

I .....age.....son/ daughter of .....residing at.....and presently pursuing.....programme, do hereby authorise the TERI SAS to use any of my photograph/audio/video (recorded during academic, cultural and sports activities) for publicity/campaign initiatives of TU as the management deem fit.

Date. ....

Student's signature.....

Place.....

Name .....

Registration No.....

## 13.9 Intellectual Property Rights

One of the objectives of TERI SAS is “to provide for research and for advancement of knowledge”. Students, while engaged in the scholarly pursuit of knowledge and applied research may lead to the development of intellectual property that may be protected by IPR (which includes patents, trademarks, copyrights for commercial value). These guidelines lay down the rights and responsibilities of the students of TERI SAS wherever the results of their research, creative pursuit, innovations or endeavours are patentable, copyrightable or commercially marketable. These guidelines, whilst safeguarding the Deemed University, attempt to encourage, support and motivate students in the creation of new knowledge and application of existing knowledge.

The Dean (Research & Relationship) or the Vice Chancellor is responsible for the interpretation and implementation of the provisions contained in the guidelines.

Full policy is available at : <http://www.terisas.ac.in/pdf/IPRPolicyGuidelines.pdf>

### *IPR GUIDELINES*

I ....., registration no. .... certify that I have read and understood the IPR guidelines of the TERI SAS. I undertake to abide by the IPR guidelines of the Deemed University while working on any research project at TERI/TERI SAS.

Date. ....

Student's signature.....

Place.....

Name .....

Registration No.....

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## 13.10 Anti-Ragging Measures

Ragging in any form is strictly prohibited in the TERI SAS. Any case of abetment to ragging physically or psychologically, humiliation, violation of decency and morals, and any other offence which could be construed as ragging will be viewed extremely seriously by the Deemed University and strict action would be taken against those found guilty. In case of any incident of ragging the following officials of the Deemed University Anti Ragging Committee may be contacted:-

Designation	Name	Contact number	Email ID
Vice Chancellor	Dr. Leena Srivastava	9811392262	leena@terisas.ac.in
ProVice Chancellor	Dr. Rajiv Seth	9811660903	rseth@terisas.ac.in
Registrar	Capt. Pradeep K Padhy(Retd.)	9599427448	pradeep.padhy@terisas.ac.in
Dean (Academic)	Dr. Prateek Sharma	9971176370	prateeks@terisas.ac.in

The students in distress due to ragging related incidents can also call the National Anti-ragging Helpline 1800-180-5522 (24 x 7 toll free) or e-mail the Anti-ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in). For any other information regarding ragging, please visit the UGC website i.e. [www.urc.ac.in](http://www.urc.ac.in) and [www.antiragging.in](http://www.antiragging.in) and contact UGC monitoring agency i.e. Aman Satya Kachoroo Trust on following No. 09871170303, 09818400116 (only in case of emergency).

Policy document available at :- <http://www.terisas.ac.in/university-s-anti-ragging-measures>

### *Prevention of Sexual harassment (Internal Complaints committee)*

In accordance with the extra ordinary Gazette of India, Part -II, dated April 23, 2013 and UGC guidelines No.D.O.No.F.91-1/2013(GS) dated 23rd July'2015, the Vice Chancellor has constituted the following "Internal Complaints Committee(ICC)" vide notification no. TU/Policy/2015/SH dated 10th November'2015, in the TERI SAS to inquire into the complaints of Sexual Harassment of women.

## 13.11 Internal Complaints committee

In accordance with the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of woman employees and students in higher educational institutions) Regulations 2015 (No.F91-1/2013(TFGS) dated 02 May 2016) and Chapter XIII of Compendium of policies, rules and guidelines for TERI SAS, the Vice Chancellor has constituted the following "Internal Complaints Committee(ICC)", to address all issues related to cases of Sexual Harassment of women employees and students in TERI SAS:-

Name	Designation	Contact number	Email ID
Dr. Smriti Das	Presiding Officer	9891065393	smriti.das@terisas.ac.in
Dr. Neeti	Member	9650374138	neeti@terisas.ac.in
Dr. Kamna Sachdeva	Member	9971792078	<a href="mailto:kamna.sachdeva@terisas.ac.in">kamna.sachdeva@terisas.ac.in</a>
Mr. Kamal Sharma	Member	9810512607	<a href="mailto:kamals@terisas.ac.in">kamals@terisas.ac.in</a>
Shri Shri Prakash	Member	9810153477	<a href="mailto:ssundar@teri.res.in">ssundar@teri.res.in</a>
Ms. Ratna Sudarshan	Member (External)		ratna.sudarshan@gmail.com
Students (03)	Members		

Policy document available at :

[http://www.terisas.ac.in/index.php?option=com\\_content&view=article&id=185](http://www.terisas.ac.in/index.php?option=com_content&view=article&id=185)

## 13.12 Policy on Equality, Diversity and Inclusion

The following will constitute "Equality Advisory Committee" of the TERI SAS as promulgated vide notification no. TU/Policy/2015/EQ dated 10th November' 2015. Students aggrieved with any of the discrimination may lodge a complaint with the Dean (academic) of the Equality Advisory Committee. the details of which are given as follows:  
Equality Advisory Committee

Name	Designation	Contact number	Email ID
Dr. Prateek Sharma	Dean (Academic)	9899678802	prateeks@terisas.ac.in
Ms Fawzia Tarannum	Member	9990758814	Chubamenla.jamir@terisas.ac.in
Dr Kavita Sardana	Member	9830293632	<a href="mailto:Ritika.mahajan@terisas.ac.in">Ritika.mahajan@terisas.ac.in</a>
Dr. Priyanka Kaushal	Member	8826043534	Priyanka.kaushal@terisas.ac.in
Mr. Kamal Sharma	Member	9810512607	kamals@terisas.ac.in
Ms Hone Paing (Int Student)	Int.Student member		
Ms Bahaar Pandey (Student)	Student member		

A Complaint Register has been placed with Ms.Gauri Rana, Secretary, and Registrar for lodging complaints of discrimination by aggrieved students.

Policy document available at :-

[http://www.terisas.ac.in/index.php?option=com\\_content&view=article&id=186](http://www.terisas.ac.in/index.php?option=com_content&view=article&id=186)

## 13.13 Student Disciplinary committee

The formal procedure of a complaint with respect to violation of Honour Code will be heard and adjudicated by the TU Disciplinary Committee (DC) consisting of the following:-

- (a) Nominee of VC
- (b) Dean(s)

Chairperson  
Members

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(c) Concerned Head of Centre / Department  
(d) Registrar

Member  
Secretary

Anyone can lodge a complaint with the Head of the Department about a perceived breach of honour code by a student. All such complaints will be forwarded to the Dean (Academic) who will, in consultation with the Course Instructor and/or Ph.D. supervisor, determine the severity of the breach of conduct and discipline and decide to either deal with the complaint informally or formally. If the case has to be dealt formally, it must be forwarded to the Vice Chancellor for convening a DC. If a student is found responsible for violation(s) of the Honour Code, disciplinary action will be taken as under:-

### ***Minor Punishment***

Oral Reprimand. Advised and cautioned about misconduct orally.

Written Reprimand. Advised and cautioned about misconduct in writing.

Written Warning. Warning may be imposed for a period of not more than one calendar year. To be communicated in writing mentioning that further violations of any section of Honour Code, will result in more severe disciplinary action.

### ***Major Penalties***

Academic Penalties:-

Debar from Exam. Based on the rules promulgated by Controller of Examination.

Reduced Grade/F Grade. Based on Deemed University policy on various issues other than a legitimate performance in the exam.

Cancellation of registration and/or Denial of Credit. Applicable to cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.

Restrictions/Suspension of Privilege. Prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

- (i) Hostel Privileges
- (ii) Use of Lab Facilities
- (iii) Use of Library facilities
- (iv) Use of Cafeteria Block
- (v) Use of Sports Facilities
- (vi) Membership in Clubs and Other bodies
- (vii) Placement Activity
- (viii) Internship/academic association with partner institution

Fine for Damage. An appropriate fine to be levied in addition to the compensation for damage caused by the student.

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Disciplinary Probation. Written notification that further violations of Honour Code may result in suspension. The terms of disciplinary probation shall be determined on case-to case basis.

Suspension. Student will be withdrawn from all courses carried in that semester and forfeit fees. Student shall be refrained from visiting the deemed university premises unless approved in writing by the Dean (Academics). Suspension may involve course drop, semester drop, rustication for a specified period depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period.

Expulsion. Forfeiture of all rights and degrees not actually conferred at the time of the expulsion , forfeiture of right to study and fees. Student can only visit the deemed university premises only if the permission is issued in writing by the Dean (academics).

Policy document available at :- [http://www.terisas.ac.in/pdf/Student\\_Discipline.pdf](http://www.terisas.ac.in/pdf/Student_Discipline.pdf)

### **13.14 Committee for Grievance Redressal**

Grievances and complains of any kind may please be forwarded to the concerned Deemed University Authorities/Offices (details provided in student's portal , notice boards and the relevant policies) for resolution. If the complainant is not satisfied with the decision, then the issue may be forwarded to the grievance redressal committee at email ID [kamals@terisas.ac.in](mailto:kamals@terisas.ac.in)

The following committee is constituted to look after the students grievance redressal:-

Name	Designation
Shri Shri Prakash	Chairperson
Dr Anandita Singh	Professor
Dr Vishnu Konoorayar	Associate Professor
Dr Naqui Anwer	Associate Professor
Student Nominee	(based on academic merit) Special invitee
Mr. Kamal Sharma	Secretary

Policy document available at :  
<http://www.terisas.ac.in/files/GrievanceRedressal-Student.pdf>

### **13.15 Students Feedback**

As a practice the deemed University collects feedback from the students on various aspects of their experience in the deemed University both within and outside the classroom. They

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range from courses, programme and teaching to teachers and other members of the deemed University community along with infrastructure and ambience. The general purpose is to address the shortcomings and improve the positives further and sustain them, through documentation of collective reflections.

For the courses, feedback is sought on all stages of its 'life cycle', from the syllabus, modules, readings and assessments to the teacher, pedagogy and relevance. Students will be required to submit the feedback on two occasions – at the middle and end of the semester for each of the courses being studied. For the matters other than the courses, feedback will be sought at the end of one academic year.

It is expected that the students will take notes from the day one to enable sincere, honest and responsible feedback.

### **Feedback template**

#### ***Mid-semester***

[All scales 10 points, NA indicates not applicable (it may mean your inability to comment or your lack of willingness to comment)]

Indicative scale:

Outstanding – 9-10

Exceeds expectations – 7-8

Some scope for improvement – 5-6

Considerable scope for improvement – 1-4

- (i) The instructor clearly explained the objectives and teaching plan of the course (scale)
- (ii) The reading material suggested by the instructor is relevant and useful (scale)
- (iii) I am comfortable with the pace of progress in the course (scale)
- (iv) Adequate encouragement given by the instructor to think, question and discuss. (scale)
- (v) Questions/clarifications raised in the class were appropriately addressed (scale)
- (vi) The instructor could convey her/his command over the subject (scale)
- (vii) The instructor could articulate and express adequately (scale)
- (viii) The instructor could create an interest in the subject for me (scale)
- (ix) Other comments:

You may write about the aspects of the course and the teaching not captured above. For example, the aspects of the course that you have liked, the problems that you have faced during this course, etc. You may also make suggestions to improve the course delivery? [750 characters with space] [Instruction: kindly add buttons to include Emoticons within the text].

#### ***End-Semester***

- (i) There has been an enhancement of my knowledge through this course

- 
- (ii) The reading material suggested by the instructor is relevant and useful
  - (iii) I was exposed to updated material in this course
  - (iv) The course content delivered within assigned number of class hours
  - (v) The pedagogy employed by the instructor was appropriate for meeting the objectives of the course
  - (vi) The instructor was accessible outside of class for discussions (during contact hours and by appointment)
  - (vii) Evaluation process (in the same 10 point scale as in mid-semester):

The mode of assessment and process of evaluation reflected the course plan

The evaluation tested in-depth understanding of the subject

The evaluation helped in understanding the subject better

The evaluated answer-sheets/assignments/etc. were made available for consultation as per schedule

The evaluation process was appropriate and fair

#### **13.15.1 Points related to feedback on the course itself**

Assigned hours is commensurate with the course content

Topics covered in the course were appropriate and interconnected

The course is commensurate with the overall programme

This course is relevant for my professional development

#### **13.15.2 Other comments:**

You may write about the aspects of the course and the teaching not captured above. For example, the aspects of the course that you have liked, the problems that you have faced during this course, etc. You may also make suggestions to improve the course delivery? [750 characters with space] [Instruction: kindly add buttons to include Emoticons within the text].

You may wish to comment on (a) administrative support, (b) adequacy of materials in the library, (c) quality of the laboratory facilities, (d) ITes, etc., relevant to the course per se? [750 characters with space]

General Module – only one – not course wise

Mark your choice against the following:

Administrative Support

Computer laboratory

Information Technology services

Infrastructural facilities in the class room

Laboratory facilities

Library Services

Health, Hygiene and Sanitation quality

Quality of food/beverage and environment in Canteen

Beyond curriculum activities

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## 13.16 Health, Safety & Environment Policy

Policy document available at :

[http://www.terisas.ac.in/pdf/HSE\\_MANUAL.pdf](http://www.terisas.ac.in/pdf/HSE_MANUAL.pdf)

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## 14. The Student's Honour Code

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Each student must show due respect and courtesy to all members of TU community; they must not infringe upon the fundamental rights of fellow Students.

It is the responsibility of the student to ensure a comprehensive understanding of TU policies

In the event of Students' involvement in any activity outside the TU campus which is punishable by the law of the land, the Deemed University will not be responsible and is not obliged to provide any support.

In the event of an illegal activity on the campus, on the approval from VC, the Deemed University is obligated to permit the police and judiciary intervention.

The Honour Code is a personal and ethical code of conduct, expected out of a Student of TU to facilitate a healthy academic environment during his/her study/research work at the Deemed University. Each student is required to submit a undertaking in the following format in the beginning of the session.

### Honour Code

- (i) I ..... .. registration no..... do hereby undertake that as a student at the TERI SAS: -
- (ii) I will conduct myself within and outside the Deemed University's premises in a manner befitting the students of a research university, and consider the following as actions that are in violation of the Student's Honour Code of the Deemed University, and which would invite disciplinary action:-
- a. Convicted under any law of the country. Any violation pertaining to the Indian Penal Code.
  - b. Noncompliance of published TU policies, academic & Examination rules or regulations applicable to students.
  - c. Academic and Research Misconduct. Impersonation, committing forgery, furnishing false certificate or information, tampering with TU documents or records, Accessing confidential records/ data of Deemed University without permission, adopting unfair means and disorderly conduct during exams, , interfering in the laboratory work of colleagues, revising/resubmitting a marked test /quiz for re-grading without the instructor's consent and receiving or giving unpermitted aid in any assignment which is to be graded for individual performance (like take-home tests). **Misconduct while undertaking an academic/research study or survey or study visit outside the campus.**
    - i Violation of Research Integrity. Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.
    - ii Plagiarism and Unauthorized Stealing of Others' Intellectual Works. Plagiarizing from printed or electronic (web-based) material, hijacking ideas discussed,

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*representing someone else's work as own and misleading faculty members about the condition under which the work was prepared.*

- d. *Misuse of Technology Resources. Using technology to gain unfairly (where not permitted), committing cyber offences like hacking , spamming, breaking into another's account, defacing website, hosting sexually explicit material, using social media to host material that goes against the prevailing laws, sending derogatory emails, copying electronically, planting viruses etc.*
- e. *Misuse of Alcoholic Beverages and Controlled Substances. Consuming or possessing alcoholic drinks, prohibited narcotic drugs, or other such intoxicants for recreational purposes in the Deemed University premises. Smoking in the campus including hostel rooms.*
- f. *Assault, Injury and Threat. Any assault (verbal or physical) upon or intimidation of or insulting behavior towards a member of TU Community inside or outside the Deemed University campus.*
- g. *Indecent Exposure. Conduct and exposure undertaken in publicly viewable location, which is deemed indecent in nature.*
- h. *Sexual Misconduct, Sexual Assault and Sexual Harassment. Offences committed under UGC, AICTE and TU Policy & guidelines for the prevention, prohibition and punishment of Sexual Harassment of Women.*
- i. *Discrimination. Discriminating any one on any ground and arousing communal, caste, colour, regional feelings or creating disharmony among students as defined in TU Policy on Equality, Diversity and Inclusion.*
- j. *Theft or Damage to Property or Services & Disruption of activities. Attempt to prevent the members of TU community from discharging their duty, vandalizing or defacing the Deemed University property, causing or colluding in unauthorised entry of any person in the campus. Willful violation of biohazard/chemical safety rules, fire safety and security rules/policies of the Deemed University.*
- k. *Possession or Misuse of Weapons Possessing or using weapons such as explosives, firearms, knives, lathis, iron chains, iron rods and sticks in the Deemed University premises.*
- l. *Violation of Study Abroad/Internship Contracts. Willful violation of contractual terms and conditions agreed with an Institution/Agency/Organisation. Professional misconduct during study abroad and short or longer internships while at any external institution as part of academic engagement.*
- m. *Ragging. Committing an act of ragging in any form as laid under UGC, AICTE and TU policy on the issue.*
- n. *Failure to obey instructions of any TU disciplinary authority. Failure to comply with written or oral communications from an authorized TU official to appear for a meeting or hearing.*
- o. *Engage in any conduct which is unbecoming of a student of the TERI SAS.*

Date. ....

Student's signature.....

Name .....

Registration no.....

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## 15. Policy and Procedure for student appeal of final course and project grade

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### *Purpose and scope of the final grade appeal policy*

The purpose of the final grade appeal policy is to establish a fair procedure for settling cases involving contested final grades assigned in the courses or projects. However, this applies only to the final grade of a course or project, and does NOT apply to the marks/grades assigned for specific components of the courses or projects (i.e. assignments, presentations, minor tests etc). This also does NOT apply to any grade changes done as a result of disciplinary action against the student.

Appeals for review of more than one grade must be applied for on separate applications. Each application would need to be accompanied by the requisite fee.

### *Time-frame for grade appeal*

All final grade appeals must be initiated by the student within 3 working days of the grade display.

### *Procedure for grade appeal*

#### **Grades awarded for individual courses**

The award of a grade for the performance of a student in a course is the prerogative of the course faculty-in-charge. A grade given by the faculty member may be changed only by that faculty member. In exceptional cases, it may be changed by the Dean (Academic), on the recommendation of the MPEC.

#### **Procedure for grade appeal for a course**

The student should contact the Registrar office to ensure that there is no input error. In case no input error is found, the student may meet the concerned faculty-in-charge to initiate the informal procedure.

### *Informal process*

The student who believes that s/he was given an improper grade, must meet the concerned faculty member, within 3 working days of the grade display, to review her/his grade if s/he believes that there was an error while totaling marks of various components (e.g. minor tests, assignment, field reports etc.) of the course.

The informal process must be carried out face-to-face. However, if the faculty member is not available in the office, the discussion between the student and faculty may take place through email or phone, if suggested by the faculty member.

### *Formal process*

#### **Application to Dean(Academic)**

If the student is still dissatisfied over her/his final grade, s/he may apply for a formal procedure of grade review to the Dean (Academic). This must be done within 3 working days of the grade display.

The formal application for final grade review must be done as a signed written request and must include a statement from the student providing evidence that supports the argument that a fair evaluation method has not been used while assigning the final grade to her/him.

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The Dean(Academic) will review the matter by holding meetings with the student and concerned faculty member individually, and will:

Communicate the decision to the student within 3 working days, OR

Refer the matter to the MPEC for a review, and thereafter take a decision based on the recommendation, within 3 working days.

#### ***Review by the MPEC***

When the Dean (Academic) refers the matter to the MPEC for a review, s/he would pass-on on the points relevant to the case, to the chairperson of the MPEC, who in turn, after the meeting, would communicate the recommendation of the MPEC, in writing, to the Dean(Academic).

In normal circumstances, the faculty-in-charge of the course must attend the MPEC meeting.

#### ***Decision of the Dean (Academic)***

The final decision of the Dean(Academic) will be communicated to the faculty-in-charge for retention/ change of grade. This will then be communicated to the Registrar's office.

#### ***Grades awarded for projects***

The awarding of grade for the performance of a student in a project is the prerogative of the Master's Programme Executive Committee (MPEC). A grade given by the MPEC may be changed only by the committee.

#### ***Procedure for grade appeal for a project***

If the student is dissatisfied over her/his final grade in a project (e.g. Minor or Major), the student should contact the Registrar office to ensure that there is no input error.

In case no input error is found, the student may meet the Project Coordinator /HoD to initiate the informal procedure.

#### ***Informal process***

The student who believes that s/he was given an improper grade, must meet the concerned In-charge of the project i.e. Summer/Major Project Coordinator/ Head of the Department, within 3 working days of the grade display, to review her/his grade and to find out if there was any error while calculating marks of various components (e.g. presentation, written report etc.) of the project.

The informal process must be carried out face-to-face. However, if the concerned In-charge is not available in the office, the discussion between the student and project In-charge may take place through email or phone, as suggested by the project In-charge.

After hearing the case of the student, the project In-charge will discuss the issue with the concerned evaluation committee and the supervisor. The In-Charge will communicate the decision to the student within 3 working days.

#### ***Formal process***

##### **Application to Dean (Academic)**

If the student is not satisfied with the outcome of the informal procedure, s/he may appeal for a formal review of the final grade to the Dean (Academic).

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The formal application for final project grade review must be done as a signed written request and must include a written statement from the student providing evidence that supports the argument that a fair evaluation method has not been used while assigning the final grade to her/him.

The Dean(Academic) will review the matter by holding meetings with the student and Project Coordinator/HoD, and will: -

Communicate the decision to the student within 3 working days, OR

Set up an *ad-hoc* grade review committee, to review the grade.

#### ***Ad hoc Final (project) grade review committee***

The review committee will consist of:

- (i) Dean(Academic) - Chair
- (ii) Two faculty members from the same discipline\*
- (iii) One faculty member from another discipline\*

(\*These faculty members will be other than those who evaluated the project or were associated with the project in any way)

The committee will review the documents and evidence provided by the student and the project In-charge. The committee may request the student, supervisor or any of the evaluation committee members to present their case in front of the committee, if required. The committee will give its decision within 3 working days of the appeal.

#### ***Decision of the review committee***

The decision of the Review Committee will be communicated by the Dean(Academic), to the Chairperson of the MPEC, who may, if required, call a meeting of the MPEC and retain/change the grade. This will then be communicated to the Registrar's office.

#### ***Final grade after review***

The grade awarded after the review process will be taken as final, and cannot be appealed against. This would include situations where grades may be lowered as a result of the review.

#### ***Fee for review***

Students applying for the formal procedure for review of a grade awarded must submit a fee of Rs 1000/- along with the application. For appeals against more than one grade, each appeal is to be applied for separately, each accompanied by a fee of Rs 1000/-.

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## 16. Facilities available

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### 16.1 Mentors

All master's students would be assigned a faculty member to serve as an academic mentor during the students' stay at the TERI SAS.

The mentor could provide academic guidance and could offer assistance on selection/scheduling of courses based on experience and career aspirations of the students. Personal problems may also be discussed with the mentor.

### 16.2 Library

The TERI School of Advanced Studies Library and its collections and services continue to grow and evolve. It delivers a number of electronic services and an ever-wider range of resources in order to support teaching, learning, and research. The Library continually seeks to identify key areas to add value and develop services that facilitate seamless access to e-resources. It exemplifies modern methods for creating, applying, and utilizing digital resources and services. The services are offered electronically through a web-enabled integrated digital information system. Electronic resources and services are centrally organized and available via a single-window access and also remote access on Knimbus platform. The collection of TERI SAS library includes books, e-books, CD-ROMs, DELNET, periodicals, online journals and databases like sciencedirect, Jstor, Capitaline Plus and Manupatra etc.

Besides its own library at the campus, the TERI School of Advanced Studies has access to the TERI library, which has emerged as a pioneering research library and information centre in South Asia on energy, environment, and sustainable development. The library is one of the largest repositories of information in South Asia and most modern in terms of service, infrastructure, and information technology applications.

Several information centres are also housed in the library. The collection includes over 21 000 books, 931 e-books, 5,000 bound volumes of periodicals, more than 1600 print and online journals and databases, 1556 CD-ROMs, and also miscellaneous items such as government documents, standards, and pamphlets. The entire library collection is indexed, searchable on the OPAC (Online Public Access Catalogue), and is bar coded.

The facilities offered by the library include, reprography, study carrels (clusters), and access to computers, Internet systems, multimedia system, and common user terminals for accessing the catalogue and databases.

Digital library initiatives have been launched for developing an electronic library that provides rich and structured content through online, remote, and continuous access to resources. It is a common gateway that provides free facility to browse and search various forms of digital publications.

TERI has also developed a comprehensive KM (knowledge management) system to organize all its knowledge sources centrally and provide a single-window access to researchers at their desktops for searching as well as updating.

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### 16.2.1 Library Rules and Regulations

#### a) Loan Period:

For Circulation	Master Students	Ph.D Students
Text Books	7 Days (3 per borrower)	10 Days (5 per borrower)
CDs	2 Days (One per borrower)	2 Days (2 per borrower)
Loose Magazine	Overnight (2 per borrower)	Overnight (2 per borrower)

#### b) Documents issued Overnight

- Reference books (Not available to issue during examination period)
- Government documents
- Loose magazine issues (Excluding the latest issue)

#### c) Overdues and Fines

- Books may be reissued three times if not required by other users, at the Library Counter.
- Rs.5/- per day for first 4 days, Rs. 10/- per day for next 10 days and thereafter Rs. 50/- a day
- Subject to a maximum the cap of the fine at cost of book Plus (+) 20%
- Waiver of fines to be approved by the VC, Pro VC and the Registrar of TERI SAS.

### 16.2.2 Timings of the library

The TERI SAS Library shall remain open on all the days except list of holidays notified by the Deemed University (<http://www.terisas.ac.in/list-of-holidays>). The opening timings shall be as under:-

Monday to Friday 8:00 AM to 8:00 PM (Issue/return of books from 8:30 AM to 5:30 PM)

Saturday 8:00 AM to 8:00 PM. (Issue/return of books from 8:30 AM to 1:30PM)

Sunday 8:00 AM to 8:00 PM. (No issue/return of books)

## 16.3 Internet access

Internet access is available in all Deemed University's computers located in the library. Students are discouraged from doing any personal work on the computers. Cases detected would be severely dealt with.



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## 16.4 Clubs

The Deemed University has six active clubs (a) Dramatics Club, (b) Elocution Club, (c) Eco-Club, (d) Sports Club, (e) Music and Dance Club, (f) Media and Photography Club and (g) Social Cause Club,

## 16.5 Internet mails

All PhD and master's students will be allocated e-mail IDs within a few days of registration. Please note that the use of Deemed University's address for the receipt of personal correspondence is discouraged.

## 16.6 Notice boards

Notice boards are available for information or messages to the students at various locations all over the campus. Students must read the notices regularly.

## 16.7 Telephones

The office telephones in the TERI/TERI SAS campus are NOT available for students' use unless they are on official business or have the permission of a faculty member or are working on a special authorized project. Please do not use the Deemed University phone for your private or business purposes except in the case of an emergency.

## 16.8 Photocopy and printing

Photocopy and printing facilities are available for students to use on a payment basis.

## 16.9 Dress regulations

While the Deemed University does not have any dress regulations, students are expected to be decently dressed at all times.

## 16.10 Pets

Pets of any variety (walking, flying, swimming, or slithering) are not allowed into any of the buildings at any time.

## 16.11 Equipment use

Students must seek prior permission of faculty members before using the equipment in laboratories. Equipment cannot be transferred from one laboratory to another without specific permission. The computers, LCD projectors, and overhead projectors in classrooms are to be handled with care.

## 16.12 Medical room

Doctor is available in the campus on every Wednesdays from 1.15h to 2.15h in the Medical Inspection(MI) Room (hostel block). In case of medical emergency, vehicle is provided to ferry students to nearest hospital..



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### **16.13 Cafeteria**

The University a well-stocked cafeteria, in the cafeteria ground floor for the use by the students. A rate list (finalized in consultation with the canteen committee) is available for ready reference of the students.

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## 17. Fees and payments

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### 17.1 General Fees Programme Wise

#### 17.1.1 Doctoral programmes (Ph D)

*Fee chargeable from the students (non-sponsored)*

- A. One-time payment (in Rupees)  
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee)

<b>Total - A</b>	<b>10000</b>
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- B. Semester-wise fees (in rupees)  
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges)

Tuition fees	15000
Other charges	8000
<b>Total - B</b>	<b>23000</b>

- C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
<b>Total - C</b>	<b>10000</b>

Total fee payable at the time of admission – **Rs 43,000/-**

\* Each student will be covered under an accident insurance policy for Rs 2 lakh

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

#### 17.1.2 M Sc (Economics)

- A. One-time payment (in Rupees)  
(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee)

<b>Total - A</b>	<b>10000</b>
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- B. Semester-wise fees (in rupees)  
Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training\*\*)

Tuition fees	65780
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Other charges	13220
Field visit	10000**
<b>Total - B</b>	<b>89000</b>

C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
<b>Total - C</b>	<b>10000</b>

Total fee payable at the time of admission – **Rs 1,09,000/-**

Total fee payable in the second semester – **Rs. 89,000/-**

Total fees payable in subsequent semesters - **Rs. 79,000/-**

\* Each student will be covered under an accident insurance policy for Rs 2 lakh

\*\* Field visit charges of Rs. 10,000/- not applicable in 3 & 4 semesters

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

**17.1.3M Sc (Climate Science and Policy) (Environmental Studies and Resource Management) (Geoinformatics), M Sc (Plant Biotechnology), (Water Science & Governance), M Tech (Renewable Energy Engineering and Management), (Urban Development Management) and Water Resources Engineering & Management) programmes**

A. One-time payment (in rupees)

(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee)

<b>Total - A</b>	<b>10000</b>
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B. Semester-wise fee (in rupees)

Other charges (includes registration/ enrolment, examination fee, internet and computer, Lab fees, accident insurance, social charges, development charges, field training\*\*)

Tuition fees	69575
Other charges	25425
Field visit	10000**
<b>Total - B</b>	<b>1,05,000</b>

C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
<b>Total - C</b>	<b>10000</b>

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Total fee payable at the time of admission – **Rs 125,000/-**

Total fee payable in the second semester – **Rs. 105,000/-**

Total fees payable in subsequent semesters - **Rs. 95,000/-**

\* Each student will be covered under an accident insurance policy for Rs 2 lakh

\*\* Field visit charges of Rs. 10,000/- not applicable in 3 & 4 semesters

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

#### **17.1.4 M B A (Infrastructure)**

A. One-time payment (in rupees)

(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

<b>Total – A</b>	<b>25000</b>
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B. Semester-wise fee (in rupees)

Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training\*\*)

Tuition fees	231438
Other charges	13562
Field visit	10000**
<b>Total – B</b>	<b>255000</b>

C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
<b>Total – C</b>	<b>10000</b>

Total fee payable at the time of admission – **Rs 2,90,000/-**

Total fee payable in the second semester – **Rs.2,55,000/-**

Total fees payable in subsequent semesters - **Rs.2,45,000/-**

\* Each student will be covered under an accident insurance policy for Rs. 2 lakh

\*\* Field visit charges of Rs. 10,000/- not applicable in 3 & 4 semesters

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

#### **17.1.5 M B A (Business Sustainability)**

A. One-time payment (in rupees)

(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

<b>Total - A</b>	<b>25000</b>
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**B. Semester-wise fee (in rupees)**

Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training\*\*)

Tuition fees	231438
Other charges	13562
Field visit	10000**
<b>Total - B</b>	<b>255000</b>

**C. Deposits (refundable) (in rupees)**

Institute deposit	5000
Library deposit	5000
<b>Total - C</b>	<b>10000</b>

Total fee payable at the time of admission – **Rs 2,90,000/-**

Total fee payable in the second semester – **Rs.2,55,000/-**

Total fees payable in subsequent semesters - **Rs.2,45,000/-**

\* Each student will be covered under an accident insurance policy for Rs. 2 lakh

\*\* Field visit charges of Rs. 10,000/- not applicable in 3 & 4 semesters

Note: Tuition fee for sponsored candidates will be 1.5 times that of non-sponsored candidates.

**17.1.6 MA (Sustainable Development Practice)**

**A. One-time payment (in rupees)**

(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

<b>Total - A</b>	<b>10000</b>
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**B. Semester-wise fee (in rupees)**

Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training\*\*)

Tuition fees	50600
Other charges	12400
Field visit	10000**
<b>Total - B</b>	<b>73000</b>

C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
<b>Total - C</b>	<b>10000</b>

Total fee payable at the time of admission	<b>Rs 93,000/-</b>
Total fee payable in the second semesters	<b>Rs. 78,000/-</b>
Total fee payable in the third semesters	<b>Rs. 78,000/-</b>
Total fees payable in fourth semesters	<b>Rs. 63,000/-</b>

\* Each student will be covered under an accident insurance policy for Rs. 2 lakh

\*\* Field visit charges of Rs 10,000/- in Semester I, and Rs. 15,000 in each of Semester II and Semester III.

Note: Tuition fee for sponsored candidates will be 1.5 times that for non-sponsored candidates.

**17.1.7MA (Public Policy and Sustainable Development)**

A. One-time payment (in rupees)

(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

<b>Total - A</b>	<b>10000</b>
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B. Semester-wise fee (in rupees)

Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training\*\*)

Tuition fees	50600
Other charges	12400
Field Visit	10000**
<b>Total - B</b>	<b>73000</b>

C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
<b>Total - C</b>	<b>10000</b>

Total fee payable at the time of admission	<b>Rs 93,000/-</b>
Total fee payable in the second semesters	<b>Rs. 83,000/-</b>
Total fees payable in third & fourth semesters	<b>Rs. 63,000/-</b>

\* Each student will be covered under an accident insurance policy for Rs. 2 lakh

\*\* Field visit charges of Rs 10,000/- is twice in second semester and not applicable in 3 & 4 semester

Note: Tuition fee for sponsored candidates will be 1.5 times that for non-sponsored candidates.

#### **17.1.8 LLM programme with specialization in Environment and Natural Resources Law and Infrastructure and Business Law**

A. One-time payment (in rupees)

(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee, Project fee, student activity fund)

<b>Total - A</b>	<b>10000</b>
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B. Semester-wise fee (in rupees)

Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training\*\*)

Tuition fees	50600
Other charges	12400
Field visit	10000 **
<b>Total - B</b>	<b>73000</b>

C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
<b>Total - C</b>	<b>10000</b>

Total fee payable at the time of admission **Rs 93,000/-**

Total fee payable in the second semester – **Rs. 63,000/-**

\* Each student will be covered under an accident insurance policy for Rs. 2 lakh

\*\* Not applicable in 2 semester

Note: Tuition fee for sponsored candidates will be 1.5 times that for non-sponsored candidates.

#### **17.1.9 Diploma Water Science & Governance**

A. One-time payment (in rupees)

(includes admission fee, grade card, provisional certificate, student welfare fund, alumni fee, identity card, modernization fees, dissertation/thesis fee)

<b>Total - A</b>	<b>10000</b>
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B. Semester-wise fee (in rupees)

Other charges (includes registration/ enrolment, examination fee, internet and computer, accident insurance, social charges, development charges, field training)

Tuition fees	69575
Other charges	25425
Field visit	10000**
<b>Total - B</b>	<b>105000</b>

C. Deposits (refundable) (in rupees)

Institute deposit	5000
Library deposit	5000
<b>Total - C</b>	<b>10000</b>

Total fee payable at the time of admission – Rs 125,000/-

Total fee payable in the second semester – Rs. 105,000/-

\* Each student will be covered under an accident insurance policy for Rs. 2 lakh

\*\* Not applicable in 2 semester

Note: Tuition fee for sponsored candidates will be 1.5 times that for non-sponsored candidates.

**17.1.10 Advanced PG Diploma in Renewable Energy (through distance learning)**

The fee for the entire two year programme is Rs. 88,000

Rs. 44,000 has to be paid at the time of registration/admission

Remaining Rs. 44,000 has to be paid within a year from registration

**17.1.11 PG Diploma in Renewable Energy (through distance learning)**

The fee for the entire one year programme is Rs. 44,000 to be paid at the time of registration/admission.

**17.1.12 Certificate Course in Energy Infrastructure & Efficiencies (CEIE) (through distance learning)**

The fee for the entire semester is Rs. 25,000 to be paid at the time of registration/admission.

**17.1.13 Certificate Course in Renewable Energy (CRE) (through distance learning)**

The fee for the entire semester is Rs. 25,000 to be paid at the time of registration/admission.

**17.1.14 Certificate Course in Renewables Energy Resources and Policies (CRERP) (through distance learning)**

The fee for the entire semester is Rs. 25,000 to be paid at the time of registration/admission.

**17.1.15 Certificate Course in Software Tools for Energy Analysis (CSTE) (through distance learning)**

The fee for the entire semester is Rs. 25,000 to be paid at the time of registration/admission.

## 17.2 Fee for Foreign Students



### 17.2.1 Fee for foreign students

Foreign students will be required to pay a fee as per the table below per semester.

Course	Tuition fees		Other charges	Total	Total
	US\$	US\$	INR	US\$	US\$
	Developing countries	Developed countries	Flat Rate	Developing Countries	Developed Countries
Ph D	500	1000	6210	615	1115
M Sc (CSP, ESRM, Eco)	2000	4000	8010	2148	4148
M Sc (Geo, PBT, WSG)	2000	4000	18010	2334	4334
MA (SDP)	1600	3200	17800	1930	3530
MA (PP&SD)	1600	3200	7800	1744	3344
M Tech (REEM, UDM), (WSG)	2000	4000	18010	2334	4334
MBA (Infra and BS)	5000	10000	7800	5144	10144
PG Diploma (WSG)	1000	2000	6210	2200	4200
LLM programme	1600	3200	7800	1750	3350
Advanced PG Diploma Renewable energy	1400	2800	--	2800	5600
Diploma in Renewable Energy	700	1400	--	700	1400
Certificate courses	400	800	--	400	800

In addition, a fee of INR 10,000 per semester cost for Field Training will be required to be paid in rupees.

## 17.3 Other fees

Fee for issue of duplicate Identity Card:

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A sum of Rs 150/- will be charged for issue of duplicate Identity card

Late fee for registration:

Semester fees is to be paid within three days of registration for a particular semester. Late payment fees will be as follows:

Upto 10 days from the date of registration                      Rs. 1,000/-

From 11 days to 30 days    Rs. 2,000/-

If fees is not paid until 30 days from the date of registration, the student will be struck off the rolls.

Fee for additional transcripts:

Rs. 150/- per transcript

Fee for issue of duplicate degree:

A duplicate degree will be issued only on registration of FIR, along with an affidavit on requisite stamp paper and an insertion in any leading newspaper of New Delhi for the loss of original degree

**A fee of Rs. 2500/- would be payable for issue of duplicate degree.**

## **17.4 Fee Refund**

In case an admitted student does not join the institution within 7 days of opening of the Institution, the Institution shall refund:

- (i) In case the student informs of his intention not to join the institution at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges, which shall not be more than Rs. 10,000, or any other amount fixed by UGC. The same shall be refunded within 15 days of receipt of information from the student.
- (ii) In case no such information is given by the student, but the institution is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges, which shall not be more than Rs. 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.
- (iii) In case no such information is given by the student and the Institution is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.
- (iv) If a student join the Institution, and then leaves it in mid-session then the entire fees collected shall be forfeited.

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## 18. Hostel Accommodation

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### 18.1 Hostel Facilities at the TERI SAS:

- (i) The Deemed University shall provide hostel facility exclusively to women students.
- (ii) Apart from hygienic food the hostel is to provide furnished rooms, recreational facilities, which would include a TV, indoor games, gym etc.
- (iii) The Hostel is to be administered by a warden-in-charge, who shall be appointed from amongst the faculty members of the Deemed University on rotation.
- (iv) The hostel shall have its in living supervisor/ Asst warden who will supervise day to day activities in the hostel.
- (v) In view of the limited hostel accommodation, grant of admission to a programme of study in the Deemed University does not ensure allotment of hostel accommodation and that the accommodation will be offered to the eligible applicants, subject to availability.
- (vi) All selected students who need hostel accommodation will be required to apply in the prescribed application form available with the Registrar's office. The application forms received after the last date will be considered by the Registrar on a case to case basis.

### 18.2 Procedure for allotting hostel:

- (i) Hostel facility shall be provided to the women students who are not from Delhi & NCR.
- (ii) Performance in the entrance test/ GD/PI shall be taken into consideration for students from post-graduate programmes.
- (iii) Vacant seats are to be extended to visiting woman students/interns/faculty at the discretion of the Registrar.
- (iv) Hostel facilities shall be allocated to the students from each stream and the seats are to be reserved per programme. {In case there are fewer applications from any streams, the Registrar's discretion in allocation of resources shall be final}

### 18.3 Fees:

**Hostel Charges shall be as follows: (To be paid at the time of admission to hostel)**

Sr. No.	Hostel Room Rent per month (including meals)	INR
(a)	Single Occupancy	14000
(b)	Double Occupancy	12000

Note:- Interest free refundable security – Rs 10000/-

Fees to be paid per semester basis

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## 18.4 Discipline:

- (i) Hostel residents are expected to observe the rules and instructions prescribed to them as well as meet all the requirements of social norms that living together demands.
- (ii) If found at any stage that the information provided is incorrect or some material facts have been concealed, the student would be liable to eviction from the hostel.
- (iii) Residents who wilfully violate the hostel rules are liable for any of the following punitive action(s) by the warden in charge of the hostel:
  - (iv) Oral reprimand Written reprimand Written warning Fine for damages
- (v) If the violation is repeated or of grave nature then it is to be reported to Registrar / Dean (Academic) by the warden-in-charge for further necessary action.
- (vi) Residents who violate hostel rules may also lose their hostel privileges as per the Deemed University Rules and have to vacate their hostel seat.

## 18.5 Rules for Hostel Residents:

- (i) Medical facilities shall be provided on call at the expense of the resident. Visiting doctor facility shall be extended once in a week. A 'First Aid' box shall be available at the hostel.
- (ii) Basic furniture and mattresses shall be provided in the rooms. Residents are required to make their own arrangements for linen, blankets, pillow etc.
- (iii) Consumption of alcohol, smoking and gambling is strictly prohibited within the hostel.
- (iv) No personal guests are allowed to stay in the hostel.
- (v) All residents are required to be back in the hostel everyday by **8:30 pm**.
- (vi) Strict action shall be taken as per Deemed University rules against residents who indulge in or encourage ragging of other students/residents.
- (vii) Students would not be allowed to stay in the hostel during vacations however, a cloak room shall be provided for safe keeping of their luggage.

## 18.6 Mess Timings:

(Mondays to Saturdays)

(Sundays)

Breakfast:	0730hrs to 0830hrs	0830hrs to 1000hrs
Lunch:	1245hrs to 1345hrs	1300hrs to 1400hrs
Dinner:	2000hrs to 2130hrs	2000hrs to 2200hrs

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## 18.7 Miscellaneous Instructions:

- (i) Residents are;
  - a. not allowed to make any additional extension from the electrical switches. They are required to switch off the electrical switches before leaving the room.
  - b. allowed to use mobile and laptop chargers only. Electrical appliances such as oven, cooking stove, gas cylinder and refrigerator are not allowed for safety reasons. The hostel management has the right to confiscate the appliances and penalize the errant resident.
  - c. not allowed to get involved in any business activity related to food and
  - d. beverages in their respective rooms or within the hostel compound.
  - e. not allowed to cook in the hostel rooms. Disciplinary action would be taken against those who are found cooking in hostel rooms.
  - f. not allowed to make noise especially after 10.00pm as it would disturb the privacy of other residents.
  - g. not allowed to change the position of room furniture and facilities.
  - h. not allowed to bring any personal furniture to the hostel.
  - i. prohibited to display any obscene picture / poster in their rooms or within the hostel area.
  - j. not allowed to put nails, dirty the walls or damage the room at any time.
- (ii) Arms and ammunition are strictly prohibited within the deemed university premises.
- (iii) Security of residents shall be the responsibility of the deemed university only within the premises.
- (iv) Outside the campus premises, the security shall be the responsibility of the residents.
- (v) The cafeteria (Ground Floor) shall be used as the Meeting Room for visits. The visiting hours shall be from 1730hrs to 1830hrs.
- (vi) In case of requests for night outs – the resident are required to take prior permission of the Warden-in- charge.
- (vii) The respective timings provided in these rules should be strictly adhered to.

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